

Independent Study Request Process

A student may request an independent study under the direction of a full-time faculty member as part of their program plan. To be eligible for an independent study, a student must be in good academic standing and **earned at least 12 credits** in a degree program.

To participate in an independent study, approval is required from:

- (1) the student's academic adviser;
- (2) the faculty member supervising the student's work; and
- (3) the assistant dean, graduate studies.

The process to request an independent study is as follows:

- (1) The student's request should initially be discussed with their academic adviser to determine its place in their degree program.
- (2) The student should complete the attached Application for Independent Study and prepare a one-page single-spaced document detailing the proposed project, including all bulleted items. Overview documents missing any required items will not be reviewed.
- (3) The student should present the Application for Independent Study and overview document for approval from their academic adviser.
- (4) Once approved by the academic adviser, the student should seek approval from the faculty member agreeing to oversee the project.
- (5) Once approved by the faculty member, the student should seek approval from the assistant dean, graduate studies.
- (6) Once approved by a student's academic adviser, faculty member, and assistant dean, the student should return the signed Application for Independent Study and overview document to their academic adviser.
- (7) The student will receive written confirmation to their University email account indicating instructions for registration.
Please note, students seeking entry to an independent study are bound by the University's registration schedule (including add/drop dates).

Application for Independent Study

Section A – to be completed by student

Student Name _____ CWID _____

Email Address _____ Term Requested _____

Project Title _____

Student Signature _____

Section B – to be completed by academic adviser

Credits Earned _____ Credits In-Progress _____ Cumulative GPA _____

Notes

Section C – to be attached by student

Attach a **one-page single-spaced** document detailing the proposed project, including:

- ❖ Project description
- ❖ Work to be completed and submitted, including data collection schedule
- ❖ Timeline for work to be completed and deliverables
- ❖ Basis for evaluation/assessment
- ❖ Proposed meeting schedule (face-to-face, virtual, both)

Approvals

Academic Adviser _____ Date _____

Faculty Member _____ Date _____

Assistant Dean, Graduate Studies _____ Date _____