

# Form for Enrolling in Independent Study

This form is to be completed by any student who wishes to enroll in Independent Study.

The form consists of two parts. Both parts must be complete prior to final approval by the Associate Dean for Academic Affairs. Upon final approval, the student may be enrolled in Independent Study.

To understand the requirements for Independent Study, and before completing this Form, the student should read "Independent Study Process and Guidelines." This is available on Canvas in the Independent Study site or from the Office of the Registrar.

## Part 1

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Student Status:**  part-time/  full-time      **Current semester enrolled:** \_\_\_\_\_

**Have you previously enrolled in Independent Study?**

- No  
 Yes (give name, semester, and semester credit hours) \_\_\_\_\_

**For which semester do you seek enrollment for Independent Study?** \_\_\_\_\_

**How many credit hours are you seeking for this Independent Study:**

- 1 semester credit hour. Note: Requires a minimum completion of a 15-page paper.  
 2 semester credit hours. Note: Requires a minimum completion of a 25-page paper.

**Are you seeking to satisfy the Major Writing requirement through this Independent Study?**

- Yes     No

**Check, as applicable, the segment credit that you are seeking through this Independent Study.**

For a 1-SCH Independent Study: (Note: it is possible to obtain a writing segment and a research segment, either a writing segment or a research segment, or neither)

- No segments                       1 writing credit                       1 research credit                       Both writing and research credits

For a 2-SCH Independent Study: (Note: it is possible to obtain writing segments, a writing segment and a research segment, either a writing segment or a research segment, or neither)

- No segments                       2 writing segments                       1 research segment                      Both writing and research credits

**Identify which faculty member will be your Academic Supervisor:** \_\_\_\_\_

Note: This is required for all Independent Study, whether 1 or 2 SCH, and whether for Major Writing or not.

**If you intend to satisfy the Major Writing requirement with the Independent Study, identify your writing supervisor:**

- Professor Melissa Shultz                       Dean Ellen Pryor  
 Professor Christine Tamer                       Professor Eric Porterfield

**If you are seeking to obtain a research segment with the Independent Study, identify your research supervisor:**

- Professor Ed Hart                       Professor Bailey Eagin  
 Professor Stewart Caton                       Professor Jennifer Wondracek

**Give a short description of the topic of your Independent Study**

Note: Before final approval of the Independent Study, you will need to submit a more detailed Topic Proposal. However, at this stage, a short description is sufficient.

PLEASE ATTACH DOCUMENT

**Approvals required for Completion of Part 1:**

- Approval of Academic Supervisor (required)  
Name of Academic Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_
- Approval of Writing Supervisor (required for a Major Writing Independent Study)  
Name of Writing Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Part 2**

Before approval of the Associate Dean for Academic Affairs and enrollment by the Registrar, a Proposal must be submitted. The proposal should be attached to this form. Upon completion of Part 1 and attachment of the Proposal, this form should be submitted to the Associate Dean of Academic Affairs. Sending it via email attachment is fine.

**The proposal must contain the following:**

Topic. A statement (at least 200 words in length) outlining the proposed topic for study and why the topic merits study. The proposed topic must be a well-articulated question, thesis, or theme that requires substantial research, analysis and synthesis.

Statement of interests and objectives. A statement of the reasons for the student’s interest in the topic and his or her objectives in pursuing the independent study.

Timeline: Anticipated timeline for drafts and final paper, and any other dates relevant to the project.

**Approval by Associate Dean for Academic Affairs**

From Independent Study Process and Guidelines: “The Dean of Academic Affairs must approve the Independent Study proposal prior to registration. Approval will be based on (1) whether the student’s record demonstrates self-motivation and responsibility, (2) whether the student’s academic record demonstrates sufficient mastery of the skills and concepts necessary for successful completion of an independent writing project of this sort, (3) whether the independent study satisfies the requirements set forth above; and (4) whether the student has identified a faculty member qualified by area and available to oversee the Independent Study.”

This Independent Study  is /  is not approved for registration.

- Signature of Associate Dean for Academic Affairs \_\_\_\_\_ Date: \_\_\_\_\_
- Received by Academic Services/Registrar’s Office \_\_\_\_\_ Date: \_\_\_\_\_