

**STUDENT INFORMATION**

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_  
 School/s \_\_\_\_\_ Major/s \_\_\_\_\_  
 Independent Study Title \_\_\_\_\_ Quarter \_\_\_\_\_ Units \_\_\_\_\_

**INSTRUCTIONS**

Use this form to secure authorization to register for an independent study. Attach an Independent Study course proposal explanation to this form and secure the signatures listed below.

**REGULATIONS**

1. Independent Studies offer students opportunities to extend their classroom work and to enrich their curriculum with supervised study of topics not normally covered by courses. Ideally, the topic selected for independent work is one to which the student has already been exposed in regular courses or with which the student is modestly familiar. The independent study should be used to complement previous studies, and may not be used for topics covered in existing courses. When a course (topic) is not offered during an academic year, the requirement may occasionally be waived by the department chair.
2. No more than one credit of 399 may be taken during the same quarter.
3. Independent studies may not be taken with the P–N grade option.
4. Only full–time faculty are eligible to supervise independent studies.

**APPROVAL PROCEDURE**

1. Describe the course of study in writing, discuss the proposal with your faculty advisor, and obtain the advisor’ s approval and signature. The proposal should contain a clear statement of the topic to be investigated, the objective of the study, the method by which the objectives will be fulfilled, and the precise means of evaluation. A completed proposal will normally be one typewritten page in length.
2. Secure the signature of the appropriate department chair.
3. Submit the approved course proposal to the Assistant Dean for Student Affairs.

**SIGNATURES**

Department Chair \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

**OFFICE USE/APPROVAL**

Assistant Dean \_\_\_\_\_ Date \_\_\_\_\_ Registered \_\_\_\_\_