

INDEPENDENT STUDY APPROVAL FORM

Directions: Any graduate or undergraduate student who intends to enroll in an *independent study course* is required to develop a specific study proposal *and* secure the assent and signature of the faculty member under whose guidance and supervision the student wishes to study. After completing all areas of this form, submit it, *together with the required addendum* (see below), to the Graduate Studies Secretary in Room 732, Clemens Hall for processing.

NOTE: The Department will thereafter register you for the appropriate independent study section and send you a confirming e-mail. You can also check your class schedule via MyUB site to confirm registration.

Section I – To be completed by student

Study Level: Undergraduate ____ Graduate ____ **Semester:** Fall ____ Spring ____ Summer ____ Year ____

1. Student Name: _____

2. Person Number: _____ 3. Student e-mail address: _____

4. Name of Faculty Member: _____

5. Course number _____ 6. Number of credit hours: _____

Section II – To be completed by student and reviewed by faculty member

Addendum: academic work to be done on which the course grade will be based. **NOTE:** You must attach an Addendum to this form that specifies the following:

- (a) A statement describing clearly and precisely the topic of the study proposal
- (b) The *frequency and total* number of meetings to be held with the faculty member
- (c) Number and length of written assignment(s)
- (d) A preliminary bibliography of key readings relevant to the topic of the study proposal
- (e) Any other assignment(s) mandated by the faculty member

Section III – To be completed by faculty member

Comments (Note: If student is using this independent study course in lieu of another course, please indicate the course number of that course)

Section IV – To be completed by student and faculty member

Signatures

Student Signature _____ Date: _____

Signature of faculty member _____ Date: _____