



INDEPENDENT STUDY APPLICATION

Independent study is a course taken for credit on an individualized basis. Typically, this request is made when a student is experiencing a time conflict or attempting to meet graduation requirements within a particular semester. Approval must be granted from the potential instructor, advisor, Program Coordinator/Director, Chairperson and Dean of Graduate Studies. Applications must be submitted at least ten (10) days prior to the start of the semester in which independent study is requested. No independent study requests will be honored after the start of the semester. Incomplete grades are not allowed for any course designated as independent study. **Only students with degree-seeking status are eligible to take independent study.**

Independent study may not be substituted for any required courses or for either of the two degree research and examination options, which must be completed by all M.Ed/M.S. degree students and may not be waived for graduation. Independent study may be taken only during the spring or fall semester. Not more than three (3) credits of independent study may be taken in any semester for a maximum of six (6) credits to be applied toward the degree. A minimum of forty-five (45) clock hours is required for each three (3) hours of credit. A verification log is to be submitted as documentation with the final report of the study.

Independent study may include but is not limited to:

1. A critical review of the literature on a given problem or topic of interest;
2. A curriculum analysis of a problem or issue;
3. The design and development of original discipline related professional material for designated clientele;
4. A detailed study of an approved policy;
5. A directed essay on a systematic research methodologies;
6. Other tasks approved by the advisor; department chairperson, and Dean.

Students engaged in independent study must schedule advisement and consultation meetings with the faculty member supervising their study. There is no maximum number of meetings; however, there is a minimum of three meetings:

1. A planning meeting;
2. A meeting to ascertain the progress of the study, and;
3. A meeting for the submission of the final report and an oral review of the study by the student. The nature of the study will determine how many additional meetings may be necessary.

An Independent Study Proposal of not more than four pages must be submitted. The proposal should include the following:

1. A clear statement of the topic(s) to be studied;
2. A rationale for the study, i.e., how it will contribute to the growth of knowledge;
3. A tentative calendar for completion, including a plan for meeting with the faculty supervisor;
4. Reference sources to be read, persons to be interviewed, etc.;
5. A brief description of the end product;
6. Credit expected with justification (one to three credit hours must be verified).

“Joint” independent study may be undertaken by no more than three students. The required clock hours will be multiplied by the number of researchers involved. If more than three students are interested in a topic, a regular class should be requested.



Student ID: _____ **Program of Study:** _____

Name: _____
(Last, First, MI)

Phone: _____ **E-Mail (CSU):** _____

Course Name: _____ **Instructor:** _____

Code: _____ **Section:** _____ **Credits:** _____ **Semester:** _____

Justification for Request:

Attachments: Independent Study Proposal Yes No
Course Syllabus Yes No

Other (Please indicate): _____

Student Signature: _____ **Date:** _____

**ALL SIGNATURES MUST BE OBTAINED BEFORE DOCUMENTS ARE
SUBMITTED TO THE DEAN'S OFFICE.**

Instructor **Date** Approved Not Approved

Program Director/Coordinator **Date** Approved Not Approved

Department Chairperson **Date** Approved Not Approved

Dean, School **Date** Approved Not Approved

Dean, School of Graduate Studies **Date** Approved Not Approved