



## INDEPENDENT STUDY PROPOSAL FORM

Please complete this form and obtain signatures of approval BEFORE registering. Return the form to the main office of the department that is administering the independent study. This form is for department records and is used to assign a grade at the end of the semester. Some academic departments will register you for Independent Study. If not, you must complete a Registration/Change of Schedule Form and submit it to the Office of the Registrar, Administration Building, Room 210, to be officially enrolled. **Reminder:** The last day to register for courses without a \$250 late charge in the Fall/Spring Semesters is the 21<sup>st</sup> day after the first day of classes; for Winter/Summer Sessions (to avoid a \$50 late charge) register by the day before the last day to drop with deletion from the record.

**Student Name** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**Student Phone #** \_\_\_\_\_ **Student E-mail** \_\_\_\_\_

**Course Number** (circle one) 199    199H    299    299H    399    399H    499    499H  
599    699    799    Other \_\_\_\_\_

**Number of Units** \_\_\_\_\_ [Note: The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.]

**Semester** \_\_\_\_\_ **Year** \_\_\_\_\_

**Project Advisor** \_\_\_\_\_

**Department** \_\_\_\_\_

**Title of Project** \_\_\_\_\_

**Estimated hours per week Student will spend on project** \_\_\_\_\_

**Estimated Project Advisor/Student contact hours per week** \_\_\_\_\_

**Description of project, including anticipated product (see policy #5):** (syllabus or project plan may be attached)

### SIGNATURES:

Required:

**STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PROJECT ADVISOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

Suggested:

**DEGREE ADVISOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPT. HEAD** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **Policies for Independent Study**

*Updated with policies & guidelines approved by Faculty Senate, 5/5/08*

### **199, 299, 399, 499, 599, 699, 799\* Independent Study:**

(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work. Grades Available: S, P, F, I, W

### **199H, 299H, 399H, 499H Independent Study - Honors:**

(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work. Grades Available: A, B C, D, E, I, W

\* **Graduate students** doing independent work that cannot be classified as actual research will register for credit under course number 599, 699, or 799.

1. **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
2. **The number of credits of Independent Study** must lie within the approved credit range listed in the catalog course description.
3. **The content of an Independent Study course** must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.
4. **Departments and programs must have an Independent Study proposal form** modeled on this approved template that is to be completed when the student enrolls in the course or at the beginning of the term.
5. **For an undergraduate Independent Study course**, the instructor or project advisor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.
  - a. **All proposal forms and project plans** must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.
  - b. **At the end of the term**, or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of outcome form with the instructor's signature should be filed in the department or program office when the course grade is submitted.
6. **If students are paid in association with an Independent Study course**, academic credit can be awarded only for faculty-approved academic work as defined by department policy.
7. **If registration for an Independent Study course occurs after the twenty-first day** of the regular semester, after the first two days of Winter Session or Pre-session, or after the first week of a Summer Session, the department head (or designee) must sign the Change of Schedule form, in addition to the instructor.
8. **If a grade of Incomplete is awarded** for an Independent Study course at the end of the term, another Project Advisor must be identified who agrees to evaluate the student's work, should the original Project Advisor become unavailable.

### **Guidelines for Independent Study**

1. The student should have a specific proposal or project in mind when requesting an Independent Study course.
2. The enrollment fee for Independent Study credit is calculated at the same rate as for other credit courses.
3. Students should enroll within the first three weeks of the Fall and Spring Semesters or immediately after the beginning of Winter or Summer Sessions. Students must complete the required 45 hours of course work per credit unit before the last day of the term. The last day to register for Independent Study in Fall and Spring Semesters without incurring a late charge is the same as for all other courses; see <http://www.bursar.arizona.edu/students/fees/census> and [http://www.bursar.arizona.edu/students/fees/late\\_charge.asp](http://www.bursar.arizona.edu/students/fees/late_charge.asp).