This form must be completed and turned in to the English Undergraduate Studies Office in ML 445 for final approval and registration; students are required to meet with an academic advisor to discuss honors thesis and independent study requirements prior to turning the form in.

Student Name ___________________________ Student ID #________________________________
Student Phone #_________________________ Student E-mail______________________________
Course Number (circle one) 199 199H 299 299H 399 399H 498 498H 499 499H ______
Number of Units_________________________ Section Number_____________________________
[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______________________________________
Faculty Project Advisor______________________________________________________________
Title of Project____________________________________________________________________
Estimated hours per week Student will spend on project______________________________
Estimated Project Advisor/Student contact hours per week___________________________
Brief description of project, including anticipated product: (attach additional page if necessary)
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

REQUIRED SIGNATURES:
Student___________________________________________________ Date____________
Faculty Project Advisor________________________________________ Date___________
Director, Undergraduate Studies_____________________________________ Date___________
GUIDELINES FOR INDEPENDENT STUDY

| 199, 299, 399, 499 Independent Study: |
| (Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work. |
| Grades Available: S/P, C, D, E, 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 |

| 498H Independent Study – Honors Thesis: |
| (3 units per semester) For students completing an Honors Thesis for completion of English or University Honors requirements. |

- **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.

- **The number of credits** of Independent Study must lie within the approved credit range listed in the catalog course description.

- **The registration fee** for Independent Study credit is calculated at the same rate as for other credit courses.

- **The student should have a specific proposal** in mind when requesting Independent Study.

- **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, except with the College Dean’s approval.

- **The last day to register** for Independent Study without incurring a late charge is:
  - **Fall and Spring Semesters:** 21st calendar day after the first day of classes (last day to increase units without a $250 late charge).
  - **Winter and Summer Sessions:** Day before the last day to drop with deletion from the record (last day to increase units without a $50 late charge).

- **In the case that a grade of Incomplete is awarded** in an Independent Study course, and the Project Advisor is no longer available, another Project Advisor must be identified who agrees to evaluate the student’s work.

- **Independent study credit** may only be used in English Department majors with approval of an advisor; only three (3) units of credit may be applied in the major. Students completing honors theses may use six (6) units of credit to fulfill major requirements.

- **English Department minors** may not use independent study credit to fulfill minor requirements.

July 2017