

INDEPENDENT STUDY PETITION

In order to begin an Independent Study, you must come to an agreement with a faculty member who is willing to serve as the project sponsor. All registrations for Independent Study courses must have prior approval of a faculty sponsor, student's faculty advisor, and the student's Program Chair.* Independent Study petitions are generally considered for approval in the semester preceding the Independent Study experience. In no case will registration for an Independent Study be approved after the last day to add a class in that semester (usually the second week of class).

Along with this signed form, students must attach a **300-word proposal** outlining the topic of the proposed study. This proposal must include a work program and description of the final work product, a schedule for meeting weekly or bi-weekly with the faculty advisor, and (if appropriate) a bibliography of readings.

An Independent Study requires the following time commitment:

- 1 credit – 30 hours
- 2 credits – 60 hours
- 3 credits (*maximum allowed*) – 90 hours**

Sponsoring faculty must meet with the student at least **once every two weeks** during the term and offer comments on how the work is proceeding. A midterm paper or project should be submitted for a provisional grade, and all independent study work is expected to be completed by the end of the semester.

Submit approved proposals to the Sam Fox Registrar (located in Bixby 1).

Please note that independent study courses **cannot** replace studios or required courses. First- and second-year undergraduate students may not register for more than one (1) independent study credit per semester. A maximum of 9 units of physical education, lessons, independent studies, and internships may be applied toward degree requirements.

** If the sponsoring faculty, advisor, and Chair are the same person, the approval of the Director of the College is required. Proposals submitted by students outside of the Sam Fox School must receive the approval of the Director.*

*** 3-credit proposals usually require a special project for approval.*

ATTACH STUDY PROPOSAL TO THIS DOCUMENT
SIGN ON PAGE 2

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For Student to complete

Student Name						Student ID
Division	Phone			Email		
Name of Sponsoring Instructor						
Student level	Undergrad	year 1	year 2	year 3	year 4	
	Graduate	year 1	year 2	year 3		
Semester	Fall	Summer	Spring	20_____		
<p>I have attached my 300-word Independent Study Proposal. Proposal includes:</p> <ul style="list-style-type: none"> • Independent Study Summary • Description of Final Work Product • Schedule to meet with Faculty Advisor 						
Student Signature						Date

For Instructor/Advisor/Program Chair to complete

<p>I agree to sponsor the Independent Study Project attached for _____ unit(s).</p>	
Sponsoring Instructor Signature	Date
Materials fee (if applicable)	
Advisor Signature	Date
Program Chair Signature	Date

FOR REGISTRAR'S OFFICE USE ONLY		
Course and Section #:	Total credits in physical education, lessons & independent studies, including current proposal:	Registrar's Initials