

PROPOSAL FOR INDEPENDENT STUDY OR RESEARCH

INSTRUCTIONS TO THE STUDENT:

- If you have registered for a course numbered 390-399 OR XXX-20 (Independent Study) or 495-499 (Research), you must complete this form and turn it in to the office of the Dean by the last day to add courses in any given semester. The dean's office will forward a copy of this form to the Registrar's Office once it is signed by the dean. **IN ADDITION TO COMPLETING THIS FORM, YOU MUST GO TO THE REGISTRAR'S OFFICE TO REGISTER FOR THE COURSE.** PLEASE WAIT TWO DAYS AFTER YOU HAVE LEFT THIS FORM WITH THE DEAN'S OFFICE SO THAT THERE IS TIME FOR THE FORM TO BE DELIVERED TO THE REGISTRAR'S OFFICE.

Part 1:

Student Name: _____ I.D.# _____

Class Year and Major: _____

Sponsoring Department and Course Number: _____

Number of Credits Requested: _____

Semester study will be undertaken: _____

Total credits being taken this semester: _____
(Include this independent study)

Part 2: Please attach a detailed description of your proposal. In it, be sure to indicate all of the following: (1) Topic to be studied, (2) Goal to be achieved, (3) Methodology, and (4) End Product. If you are doing the course as a XXX-20, attach the course syllabus.

Part 3: **THIS PART MUST BE COMPLETED BY THE SUPERVISING TEACHER ONLY:** Please attach a schedule of supervision and evaluation procedure for this Independent Study or Research Proposal. ***This should also include the specific elements to be evaluated and their relevant weighting in the final grade.*** If the student is doing a regular course offering, attach a syllabus.

Student Date: _____

Supervising Professor Date: _____

Department Chair Date: _____

Dean of Arts and Sciences or Dean of Management Date: _____