



**INDEPENDENT STUDY  
INDIVIDUAL INVESTIGATION  
APPROVAL FORM**

An **Independent Study** is a course offered regularly in the curriculum but which is necessary for the students to take on an individual basis. An **Individual Investigation** is a focused-research or advanced performance project, not offered in the current undergraduate catalog.

Students will be limited to one Independent Study/Individual Investigation per academic year.

To be eligible for independent coursework, the student must:

*Please check each requirement indicating you meet or have fulfilled the requirement*

- Have attained junior or senior status
- Have a cumulative GPA of 3.0
- Have a 3.0 in the major or concentration, if the course will satisfy a major requirement
- Attach a syllabus for the course, including meeting times, assignments and deadlines
- Attach a copy of their current degree audit and unofficial transcript

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Academic Major \_\_\_\_\_

Anticipated Semester of Graduation \_\_\_\_\_

GPA \_\_\_\_\_ Total Credit Hours Earned \_\_\_\_\_

Independent Studies receive the same course number as listed in the catalog, Individual Investigations receive 160/260/360/460 depending on the level of difficulty, Masters of Education and Masters of Business Administration receive the number 593.

Semester	Course Code	Title	Credit Hrs.
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Student: Please indicate the reason(s) why the course is necessary.

- Time Conflict with Required Major Course
- Capstone Course
- Class Cancelled
- Course not offered prior to graduation
- Other: \_\_\_\_\_

Advisor: Please provide any additional comments or reasons to support the course.

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NOTE TO STUDENT: Students will be charged an additional \$100 per credit hour for tuition for any Independent Study. There is no additional fee for an Individual Investigation. Please initial indicating you understand this policy.

Student initials \_\_\_\_\_

*The form must be completed fully, with appropriate attachments. The Office of Academic Affairs will return signed forms to the Registrar's office for processing and communication with the student. Students may not start any independent coursework until the approval form has been processed by the Registrar's Office.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Course Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Dean/Vice President Use Only:**

Approved      Disapproved      Dean/Associate Dean \_\_\_\_\_ Date \_\_\_\_\_

Waive the Independent Study Fee

Approved      Disapproved      VP of Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

Disapproval Reason \_\_\_\_\_

Special Instructions:

Registrar's office use only:

Course Number: \_\_\_\_\_ Date Registered: \_\_\_\_\_ Staff Initials: \_\_\_\_\_