

 **Independent Study Registration**

***Student Acknowledgement:*** *By completing and submitting this form in hard copy or electronically, I affirm that I have read and agree to the independent study policy as stated in the academic catalog. I understand that the registration form for independent study must be submitted prior to the designated enrollment term and late submissions might not be approved. I further understand that additional fees (including $125 per credit hour or summer tuition) are typically applicable. My signature or email will serve as my signature.*

Student Name:

Student ID:       Degree:  Classification:  Credit Load for term:

*including all courses registered/planned for term*

Major(s):

Concentration(s):

Minor(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term:  20   Course ID:       Title:       Credits:    CRN:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Course syllabus is attached (*required*).

 credits previously taken by independent study.

Rationale for Independent Study:

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***Instructions for Signatures:*** *Please type your name in the space provided. Then, forward form directly to the next person on the list. Your email will serve to authenticate your signature. Once all signature approvals are received, Chair shall forward to the Registrar for processing.*

***Student:****Date:*

*[ ]  As this student’s advisor, I certify that this request complies with and meets policy criteria*  *as listed on the second page of this form which has been taken from the independent study policy of the academic catalog. I believe this student is capable of effectively completing this course in an independent study format.*

***Advisor:****Date:*

*[ ]  As the instructor, I agree to facilitate this independent study. I plan on facilitating a total of* *independent studies (including this one) for the enrollment term specified for a total of* *credit hours (including this one).*

***Instructor:*** *Date:*

*[ ]  As the chair of this course, I approve of this course being offered by this instructor to this student via independent study. I certify this does not create a burdensome load for the instructor. Faculty Compensation?* *[ ]  Yes* *[ ]  No*

***Chair:****Date:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***School Dean:*** *Date:*

[ ]  Approved [ ]  Denied Fee:      Comments:

***Registrar:****Date:*

***Independent Study Policy***

Independent studies are individualized, directed studies taken without classroom instruction or regular interaction with a faculty member. The student is required to plan with the professor an individualized schedule of reading, research, and study. Assignments, papers, tests, and other means of assessment may be completed by appointment, mail, email, remote proctors, Internet, etc.

Students and faculty alike are encouraged to schedule independent studies during the summer session when the calendar and personal schedules of students and faculty are more flexible. The shortened academic calendar makes independent studies impractical for the January interterm. During the fall and spring semesters, independent studies are considered exceptions due to faculty workload limitations, but may be approved under certain circumstances, such as:

1. To complete a graduation requirement without which the student’s graduation would be unreasonably delayed. *(A student’s desire to graduate in less than four years, to double-major, add a minor, etc., does not meet this requirement.)*

2. To resolve scheduling conflicts beyond the student’s control involving required courses which cannot be taken in a later semester or summer term without negative impacts on the student’s program of study.

3. To provide a scheduling efficiency or convenience to the University, such as offering the independent study as an alternative to a low-enrollment class section, deviating from regular course offering schedules, etc.

4. To offer both the student and supervising faculty member the opportunity to expand their Taylor experiences with special/advanced topic courses that may serve special needs such as specific career goals, graduate school prerequisites, etc.

No student who is on academic probation may register for an independent study unless it is to repeat a course. No student may complete more than 12 hours of independent study. All other academic policies in this catalog apply to independent studies (e.g., criteria for requesting incomplete grades, deadlines for registration).

Typically, students will be charged a fee of $125 per credit hour in addition to the tuition charge for an independent study; this fee will not be charged during the summer session. Tuition for independent studies completed during the Summer is at the standard Summer session credit hour rate for this experience. Check with the Financial Aid Office to inquire about possible assistance for the summer term.

*This policy is subject to change; see current academic catalog for official policy.*