

Please clearly print all information.

Student Name _____		Student ID# _____	
Major(s): _____		Minor(s): _____	
Degree: BA BS Other: ____		Classification: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	
International Student? NO YES [†]		†TU SEVIS Liaison Signature _____ Date _____	
<small>†If yes, must be approved by the TU SEVIS liaison.</small>			
<i>I have read and agree to the independent study policy as stated in the academic catalog. I understand that the independent study registration form must be submitted prior to the designated enrollment term. I further understand that additional fees (including \$125 per credit hour or summer tuition) are typically applicable.</i>			
Student Signature _____		Date _____	
Course Enrollment Term <small>Course should be registered under the cataloged course number; independent studies that are not cataloged courses will use 360 with the appropriate prefix.</small>			
<input type="checkbox"/> Summer 20 _____		<input type="checkbox"/> Fall 20 _____	
<input type="checkbox"/> Interterm 20 _____		<input type="checkbox"/> Spring 20 _____	
Course #	Credit Hours	Course Title	
Rationale for Independent Study		<i>Attach additional comments as necessary.</i>	
_____ # of credit hours previously taken by independent study (including transfer hours)			
_____ Academic credit load for term (including this independent study, courses from other colleges, and non-credit courses)			
_____ Course syllabus attached? (syllabus is required with the submission of this form)			
Approval Signatures ⇨		<i>Advisor and Chair signatures indicate any prerequisites have been met.</i>	
<small>I certify that this request complies with and meets policy criteria 1 2 3 4 (circle at least one) as listed on the reverse of this form 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.</small>			
Academic Advisor		Date	
_____		_____	
<i>signature</i>		<i>print name</i>	
<small>I agree to facilitate this independent study. I plan on facilitating a total of _____ independent studies (including this independent study) for the enrollment term specified for a total of _____ credit hours (including this independent study) thus far.</small>			
Instructor		Date	
_____		_____	
<i>signature</i>		<i>print name</i>	
<small>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.</small>			
Faculty Compensation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Department Chair		Date	
_____		_____	
<i>signature</i>		<i>print name</i>	
For Office Use Only			
Dean		Date	
_____		_____	
Registrar		Date	
_____		_____	
<input type="checkbox"/> Approved <input type="checkbox"/> Fee: _____			
<input type="checkbox"/> Denied Comments:			
<input type="checkbox"/> Course <input type="checkbox"/> Rationale <input type="checkbox"/> Previous I.S. <input type="checkbox"/> Term CR <input type="checkbox"/> Syllabus <input type="checkbox"/> Policy <input type="checkbox"/> Instructor <input type="checkbox"/> Fee		<input type="checkbox"/> SSASECT <input type="checkbox"/> SFAREGS	

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 term 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 incomplete grades, deadlines for registration). All independent studies are subject to faculty, department, and dean approval.

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 term. 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; please refer to **Specific Registration** in the Registration section of the academic catalog.*