

BANNER ID _____

NAME _____

INDEPENDENT STUDY-GRAD

Last Name

First

Middle

**SLIPPERY ROCK UNIVERSITY
INDEPENDENT STUDY PROPOSAL – GRADUATE**

Street

City

State

Zip

Phone

Cumulative GPA (Minimum 3.500 required)

Major

700

Term

Year

If Summer, list session

Subject Code

Course

Section

Online or Face-to-Face

Guidelines and Requirements

The purpose of Independent Study is to provide an opportunity for qualifying students to study an academic area or topic not otherwise available to them through the regular undergraduate course offerings.

- Total number of credits completed prior to the beginning of the term in which the Independent Study is to be scheduled:
_____ (minimum 15 graduate credits).
- Number of credits of Independent Study previously completed: _____
- Number of credits requested for the proposed study: 1 2 3
- For each credit of Independent Study, the faculty member must provide a minimum of five contact hours if requested by the student.
- Topic of Independent Study _____

Abstract of the Proposed Study
(Attach a sheet to this form)

- Brief description of the proposed study
- | | | | |
|------------------------|--------------------------|-------------------|-------------------|
| a. Specific objectives | b. Evaluation procedures | c. Possible Costs | d. Time estimates |
|------------------------|--------------------------|-------------------|-------------------|

Approvals

Approved (Adviser)

Date

Approved (Department Chair)

Date

Approved (Graduate Coordinator)

Date

Approved (Faculty supervising study)

Date

Faculty Banner ID

Approved (Dean)

Date

Dean whose budget is being debited
(If different than the Dean approving)

Date

Approved – Study Completed (Faculty supervising study)

Date

Grade

****PLEASE READ IMPORTANT INSTRUCTIONS ON THE BACK OF THIS FORM****

INSTRUCTIONS FOR PROCESSING INDEPENDENT STUDY PROPOSALS

PURPOSE:

The purpose of the independent study is to provide an opportunity for a student to study an academic topic not otherwise available through the regular graduate course offerings.

Class projects, term papers for a course, summaries of courses already being taken for credit, and projects being undertaken as part of a student's employment requirements should not be proposed for independent study credit since the student is already receiving credit and/or recognition for their completion. Under no circumstances is independent study to be used to complete credit deficiencies to meet graduation requirements.

PROCEDURES FOR PROCESSING INDEPENDENT STUDY PROPOSALS:

1. Independent Study proposal forms may be obtained in the respective graduate coordinator's office.
2. The student must complete the proposal form, obtain the signatures of the supervising professor, adviser, and then submit it to the department chairperson's office. If the chairperson approves, the form should be forwarded to the graduate coordinator for consideration. If the coordinator approves, the form should be forwarded to the appropriate academic dean. Final approval will be made by the dean of the college in whose department the study will be conducted.
3. Copies of the approved proposal form will be distributed as follows:
 - a. Student
 - b. Academic Records & Registration
 - c. Chairperson of the department in which the study will be conducted
 - d. Adviser
 - e. Professor supervising the study
4. The supervising faculty is responsible for certifying completion of the study by signing the bottom of the original independent study proposal. This original copy should be on file in the college dean's office. Once signed by the faculty, the form is to be submitted to payroll, along with appropriate authorization for payment, by the college dean. A copy of the Independent Study Proposal and the completed project indicating the grade awarded is to be forwarded to the college dean.
5. Independent study projects must be completed no later than nine months from the beginning of the term/semester when the study was authorized.

IMPORTANT: A faculty member is limited to supervising 9 semester hours of Independent Study each semester.