

Application for an Independent Study

No student may take more than two independent study courses during a four-year period. Before filling out this form, students should contact their major department office for specific guidelines regarding independent study.

A student must have a minimum cumulative gpa of 2.5 in order to qualify for an independent study course.

Some departments require a higher gpa. Check your department's requirement in this regard.

Students must write out a proposal and then discuss it with their chosen sponsor. If they have not chosen a sponsor, they may ask the department to recommend one. After student and sponsor have signed the form, they must submit the proposal to the department office and then an academic dean for approval. The department office, the dean's office, the faculty sponsor and the student should each retain a copy of the proposal. At the end of the semester, the sponsor should complete the evaluation and send a copy to the dean's office for the student's file after reporting the student's grade to the registrar.

Student's Name: _____ ID: _____

Major: _____ CUM GPA: _____

Faculty Sponsor's Name: _____

Semester: _____ Department: _____ Course Number: _____

Independent Study Course Proposal *(Use additional sheet of paper if necessary to complete this section)*

TOPIC FOR ANALYSIS:

METHODS OF ANALYSIS AND RESOURCES:

READING LIST:

INDEPENDENT STUDY COURSE REQUIREMENTS (e.g. number of papers, meetings with professor, graphs or statistical data, oral presentation, final examination, etc.)

Faculty Sponsor

I have met with _____ and discussed the above proposal.
(student name)

In signing this form, I agree to sponsor this student and to evaluate this student's learning as outlined above.

Faculty sponsor's signature

Date

Student

I have met with _____ and discussed this proposal.
(instructor's name)

In signing this form, I agree to fulfill the requirements outlined above within the given academic semester.

Student signature

Date

Academic Dean

I have reviewed this independent study course proposal and find its conditions satisfactory for earning academic credit.

Dean's signature

Date

Review at the end of Semester

I have reviewed the semester coursework of _____ and attest that he or she
(student name)
has completed this independent study course. I have also submitted the semester grade to the Registrar.

Grade assigned: _____

Faculty sponsor's signature

Date

Submit completed form to the Undergraduate Office in 107 McMahon Hall or as-ugprogramsoffice@cua.edu