



## INDEPENDENT STUDY PROPOSAL FORM

Please complete this form and obtain signatures of approval **BEFORE registering** for Independent Study course. Return the form to Ms. Dava Jondall (Shantz 425) **BEFORE the first day of classes** (if registering after the first day of classes, the Department Head's signature is required). This form is for departmental records and is used to assign a grade at the end of the semester. Reminder: The last day to register for courses in the Fall/Spring Semesters is the 21st day after the first day of classes and the last day to register for Winter/Summer sessions is before the first day of winter/summer session class (please refer to the University Dates and Deadlines for more information: <https://www.registrar.arizona.edu/courses/dates-deadlines>).

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

**Course Number** (circle one) 199    299    299H    399    399H    499    499H    599    699

Other \_\_\_\_\_

**Number of Units** \_\_\_\_\_ [Note: The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.]

**Semester** \_\_\_\_\_ **Year** \_\_\_\_\_

**Project Advisor Name** \_\_\_\_\_ **Section Number** \_\_\_\_\_

**Title of Project (if known)** \_\_\_\_\_

**Estimated hours per week Student will spend on project** \_\_\_\_\_

**Estimated Project Advisor/Student contact hours per week** \_\_\_\_\_

**Description of project, including anticipated product (see policy #5):** (syllabus or project plan may be attached)

### REQUIRED SIGNATURES

**STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PROJECT ADVISOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPARTMENT HEAD** \_\_\_\_\_ **DATE** \_\_\_\_\_

(required for applications submitted after the first day of school; be prepared to justify the late registration)



## Policies for Independent Study

Updated with policies & guidelines approved by Faculty Senate, 5/5/08; with link to Honors Guidelines, 5/19/09

### **199, 299, 399, 499, 599\*, 699\* Independent Study:**

(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work. Grades Available: S, P, F, I, W

### **299H, 399H, 499H Independent Study - Honors:**

[See Honors College Guidelines for Independent Study,

<http://www.honors.arizona.edu/HonorsAcademics/Policies/IndvStudies.htm>]

(Credit varies) Honors students working on an individual basis with professors who have agreed to supervise such work. Grades Available: A, B C, D, E, I, W

\* **Graduate students** doing independent work that cannot be classified as actual research will register for credit under course number 599 or 699.

1. **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
2. **The number of credits of Independent Study** must lie within the approved credit range listed in the catalog course description.
  - a. BE 199: 1-5 credits (Fall, Spring, Summer)
  - b. BE 299: 1-5 credits (Fall, Winter, Spring, Summer)
  - c. BE 299H: 1-5 credits (Fall, Spring, Summer)
  - d. BE 399: 1-5 credits (Fall, Winter, Spring, Summer)
  - e. BE 399H: 1-5 credits (Fall, Spring, Summer)
  - f. BE 499: 1-5 credits (Fall, Winter, Spring, Summer)
  - g. BE 499H: 1-5 credits (Fall, Spring, Summer)
  - h. BE 599: 1-5 credits (Fall, Winter, Spring, Summer)
  - i. BE 699: 1-5 credits (Fall, Spring, Summer)
3. **The content of an Independent Study course** must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.
4. **Departments and programs must have an Independent Study proposal form** modeled on this approved template that is to be completed when the student enrolls in the course or at the beginning of the term.
5. **For an undergraduate Independent Study course**, the instructor or project advisor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.
  - a. **All proposal forms and project plans** must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.
  - b. **At the end of the term**, or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of



outcome form with the instructor's signature should be filed in the department or program office when the course grade is submitted.

6. **If students are paid in association with an Independent Study course**, academic credit can be awarded only for faculty-approved academic work as defined by department policy.
7. **If a grade of Incomplete is awarded** for an Independent Study course at the end of the term, another Project Advisor must be identified who agrees to evaluate the student's work, should the original Project Advisor become unavailable.

### **Guidelines for Independent Study**

1. The student should have a specific proposal or project in mind when requesting an Independent Study course.
2. **University Honors students** requesting Honors Independent Study and the faculty who agree to supervise them should consult the Guidelines for Honors Independent Studies (<http://www.honors.arizona.edu/HonorsAcademics/Policies/IndvStudies.htm>) as endorsed by the Undergraduate Council, 4/7/2009.
3. The enrollment fee for Independent Study credit is calculated at the same rate as for other credit courses.
4. The last day to register for courses in the Fall/Spring Semesters is the 21st day after the first day of classes and the last day to register for Winter/Summer sessions is before the first day of winter/summer session class (please refer to the University Dates and Deadlines for more information: <https://www.registrar.arizona.edu/courses/dates-deadlines>). Any registration for Independent Study after the first day of classes will need to 1) have department head approval with signature and 2) justify the late registration.
5. Students must complete the required 45 hours of course work per credit unit before the last day of the term they are registered.