

# Independent Study Instructions

**Please read and follow directions carefully. Student must:**

1. Select a faculty sponsor. The faculty member you select should have expertise in the focus area of your project. Design your project in consultation with your sponsor. Write a working draft of pages two and three so that revisions suggested by your sponsor may be incorporated in the final proposal.
2. Type your proposal on this form. You may attach additional pages as appropriate for clarification. Email this document to your sponsor and academic advisor as a basis for discussion and approval/signatures.
3. Retain a copy of the final proposal form for yourself and your faculty sponsor.
4. Submit the original proposal to your sponsor's department chair for review and approval.

Proposals submitted after published deadlines must be accompanied by a written explanation. Proposals received after the end of the add/drop period for the term of the proposed study will NOT count toward course load calculations for financial aid.

**CLA Deadlines:**

**Fall term:** April 15

**Spring term:** November 15

**Hamilton Holt School Deadlines:**

Hamilton Holt School undergraduate students may register for an independent study through the Thursday of the first week of the term provided all signatures, including that of the sponsor's department chair, have been obtained prior to submission to the Registrar's Office. Incomplete forms will not be accepted

**GRADUATE STUDENTS:** This form is only to be used by undergraduate students. Please use the Graduate Independent Study Proposal.





**PRELIMINARY BIBLIOGRAPHY:**

Which books, periodicals, journals, primary documents, and other sources will you explore? Use a proper bibliographic form accepted by the discipline in which your project falls. Attach a separate sheet, if necessary.

**MEANS OF EVALUATION:**

Indicate below the criteria upon which your grade will be based. Please estimate the percentage in each category that applies to your study and give a brief description of each.

\_\_\_\_\_ % Paper: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % Journal: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % Lab/Studio: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % Exam: Oral/Written: \_\_\_\_\_  
\_\_\_\_\_

*Note: If the project is for the Honors Degree Program or Honors in the Major Field, indicate the percentage of your grade that will be determined by your presentation to the Examining Committee/Readers.*

\_\_\_\_\_ % Other (Explain in detail): \_\_\_\_\_  
\_\_\_\_\_

**GRADING MODE (Holt Students Only):**

CLA students will receive a standard letter grade. Holt students should select an option below. The grading mode may not be changed once the semester begins. Independent studies must be graded if used for elective credit in the major/minor. The student will receive:

Credit/No Credit or  Standard Letter Grade

**SIGNATURES:**

*I have read and understand the requirements, approval, and registration process for independent study as explained above. I have discussed this project and completed proposal form with my faculty sponsor.*

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_

Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENTAL/PROGRAM APPROVAL:**

*To be completed by faculty sponsor’s department chair. If the project fulfills a requirement for a special program, e.g. Honors, LACA, International Relations, you must also obtain approval from the program director.*

\_\_\_\_\_ **Approved:** I certify that a majority of the department’s members have approved this study. *(Forward to the Office of the Dean of Faculty)*

Department Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*For office use only:*

**DEAN’S OFFICE APPROVAL:**

\_\_\_\_\_ **Approved** *(Forward to the Office of Registrar)*

Dean of Faculty or Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_