



CBS INDEPENDENT STUDY COURSE REQUEST FORM

Student Name:		Student ID #:
Semester:	Year:	Today's Date:
CBS Program:		No. Previous Courses taken by Independent Study:
Course Number and Title:		
Reason for requesting independent study:		
Student Signature:		
APPROVALS	SIGNATURE	DATE
PROFESSOR		
ASST. ACADEMIC DEAN		

INDEPENDENT STUDY POLICIES

Students initiate independent studies by completing the request form and obtaining the necessary signatures. In general, independent studies are authorized to provide a service for students with scheduling difficulties who are nearing graduation. Faculty members are not required to accept independent studies, and some courses will not work as independent studies.

1. Independent studies are normally limited to students with scheduling difficulties who are nearing graduation and unable to fulfill requirements with courses that are currently being offered and for advanced students needing specialized courses.
5. The supervisory faculty member will be expected to meet a minimum of four times with the student during the semester.
2. Application for an independent study is made by completing this request form and submitting it to the Asst. Academic Dean.
6. An independent study will have similar learning objectives and require a similar work load to the course when scheduled in a regular semester.
3. Request forms must be completed prior to registration for a particular semester or summer school. Independent studies will not be granted after the first week of a semester.
7. An independent study must be completed within a normal semester. All grade notations will be recorded in the instructor's grade book and the final grade will be reported when the instructor reports other semester grades.
4. A syllabus for the independent study will be formulated by the supervisory faculty member and the student. The syllabus is to be attached to the request form.
8. Students desiring to complete an independent study that is not permitted by the above policy may appeal to the Academic Committee. The student should complete the application form and submit it to the Asst. Academic Dean along with a letter of appeal.