

Independent Study Approval for Graduate Students

Instructions

- Step 1.** Write a formal description of your proposal including:
- Proposal/Project Title
 - Learning Objectives
 - Bibliography/Resources
 - Timeline
 - Final Outcome to be graded. (i.e. 30 pg. paper, database, etc)
- Step 2.** Fill out the top portion of the Independent Study Approval Request Form for Graduate Students
- Step 3.** Submit both the proposal and the form for approval to:
- The instructor who will oversee your project
 - *Chairperson of the instructor's department

Submit your form via email or by fax.

**For instructor and chairperson contact information, email Ana Perez, Assistant Director, MBA Online Program at aperez@suffolk.edu.*

When approved by both instructor and Chairperson, submit this form to Dean McInnes for final approval via fax at 617.573.8653.

Once final approval is received from Dean McInnes, you must officially register and pay accompanying tuition as required.

Independent Study Approval for Graduate Students

Application Form

Please fill out the top portion of this form and attach the formal description of your proposal

DATE: _____ Student ID# _____

_____ requests to register for an Independent Study in
Name of Applicant _____

_____ for semester beginning _____
Department *Semester start date*

Semester Hours of Credit (not exceeding 6 semester hours): _____

Personal Information:

Street Address: _____ City: _____

State: _____ Zip Code: _____ Country: _____

Home Telephone () _____ Suffolk Email address: _____

Instructor's Approval: I approve the registration of _____ in the listed
Student's Name
course and agree to sponsor and direct this work.

Instructor's Signature **Date:** _____

Chairperson's Approval: _____ **Date:** _____
Chairperson signature

Dean's Approval: _____ **Date:** _____
Dean McInne's Signature