



# University Registrar's Office Independent Study

Please note: students must have completed this form and have approval prior to registration.

## Request for Approval of Independent Study

The purpose of an independent study is to provide students with unique study opportunities with an individual faculty member. This option involves a student initiated written proposal to a willing and appropriate full-time faculty member. Normally this is for 4 credits for CAS students and 3 credits for SBS students and completed during one semester. The faculty member (adjunct faculty are not eligible to supervise independent study) and student, prior to registration for the independent study, must concur on a written proposal, which must include a reading list and description of requirements for grading of the final project. The guidelines with respect to directed study assignments are as follows:

- Students must have a 2.5 average at the time of application.
- A description of the independent study project must be approved by the following:
  - individual faculty member
  - the department chair, whose signature verifies GPA eligibility
  - the Academic Dean's Office

To the Dean (please check one):

- College of Arts & Sciences     Sawyer Business School

Date: \_\_\_\_\_ Suffolk Student ID# \_\_\_\_\_

Day telephone \_\_\_\_\_ E-mail \_\_\_\_\_

I, \_\_\_\_\_ request permission to register for an Independent Study  
Print Name of Applicant

in \_\_\_\_\_ for Year \_\_\_\_\_  Fall  Spring  Summer\*  
Department

Modality: \_\_\_\_\_

\*Summer Date Range: \_\_\_\_\_ through \_\_\_\_\_  
 \*End date must not extend past last date of summer

Subject: \_\_\_\_\_ 510: \_\_\_\_\_ 910: \_\_\_\_\_ IS: \_\_\_\_\_  
Course Title: 26 character limit

Number of Credit Hours \_\_\_\_\_ (Not to exceed 4 semester credit hours)

Check one:  Graduate Student  Undergraduate

Grading Option:  Pass/Fail  Letter Grade

**Instructor's Approval:**  
 I approve the registration of the above student in the course described and agree to sponsor and direct this work  
 Instructor's Name (printed) \_\_\_\_\_  
 Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Chairperson's Approval:** Signature \_\_\_\_\_ Date \_\_\_\_\_

**Dean's Approval:** Signature \_\_\_\_\_ Date \_\_\_\_\_

# CAS Independent Study Proposal

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**Student Name:**

**Suffolk Student ID#:**

**Department:**

**Course Number:**     510 (undergraduate)                       910 (graduate)

**Subject:**                                      **Course Title: IS:**

26 character limit

**Semester, Year:**

*\*Please note that adjunct faculty are not eligible to supervise independent studies.*

**Supervising Faculty:**

**Credit Hours:**                      1 credit                      2 credits                      3 credits                      4 credits

**Course Description:**

*(What is the purpose of the independent study? What is the domain?)*

**Required Readings:**

*(Please list. If the reading list is still being developed, please indicate a general amount/type of readings.)*

**Assessments:**

*(Describe the activities that the student will engage in, e.g., writing a research paper, completing a literature review, designing and conducting a study, etc. Describe the anticipated direct contact hours with the student.)*

**Grading Option:**      Pass/Fail      Letter Grade

**Grading Formula:**

*(Explain how the course grade will be calculated.)*

**Engagement Hours:**

To complete this course, students will need to dedicate, at a minimum, the following amount of time to the listed activities:

<b>Assignment/Activity</b>	<b>Engagement Estimate</b>	<b>Engagement Hours</b>

**Total engagement hours:**

*\*Please keep in mind that a 4-credit independent study—like a traditional course—should reflect 180 hours of coursework throughout the semester. A 1-credit independent study should reflect 45 hours of course-related activities. Note that the actual number of hours per week will vary depending upon the length of the semester.*

*\*\*This proposal should be submitted along with the Independent Study Approval form, which must be signed by both the supervising faculty member and the department chair.*