Independent Study Guidelines and Proposal/Approval Form for Undergraduate Engineering and Computer Science Students

Student Name _____ Student I.D.# _____
Last First

Phone (____) _____ E-mail _____

Major: CE CS EE IE MAT ME **Year in School:** FR SO JR SR

Independent Study: _____ - 699 # of credits: _____ Semester, Year: _____

CEAS requirement met by this independent study course:

- ☐ Replace existing course (Course # _____)
- ☐ Technical Elective (____free or____ restricted or group____)
- ☐ Other
  Explain: _____
  _____
- ☐ Free Elective
- ☐ Advanced Math

PROPOSAL GUIDELINES

Approval of an Independent Study Course proposal must be obtained prior to registration in the course. If prior approval is not obtained, the credits earned will not count towards degree requirements.

- You must attach a typed proposal to this form. The proposal must include the following: the course subject or title, the topics to be covered, the textbook(s) and/or reference materials to be used and a timeline outlining the progress of your work.
- Your must submit your proposal at least two weeks prior to the start of the semester in which the course is to be taken to allow time for review and approval or denial of the proposal, and notification of the final decision so adjustments can be made if necessary.
- Be aware that you will not be able to register for an independent study without prior approval—once approval is attained, you will need to file an add/drop form, signed by the Associate Dean or a representative, to register for the class.
- Your independent study supervisor must provide a statement outlining the grading criteria for the course, i.e., a final exam, a detailed report.

_____ _____
Faculty (Independent Study Supervisor) Date

_____ _____
Department Chairperson Date

_____ _____
CEAS Associate Dean or Representative Date

This form must be submitted with an Independent Study Proposal.