

INDEPENDENT STUDY APPROVAL

Name: _____
 Student ID#: _____
 GPA: _____

Phone Number: _____
 Semester/Year: _____
 Class Level: Junior Senior MFA

COURSE REGISTRATION

Student must submit this form to the Academic Advising & Registration Office with the following:

1. This form with all required signatures
2. Complete Add/Drop Form - *NO LATER than the final day for adding or registering for classes during the semester you wish to pursue the Independent Study.*

I agree to the terms and conditions of the Independent Study Syllabus. If I decide not to complete this plan of study, I will drop the course.

Student's Signature/ Date

I have prepared a syllabus for this student and agree to direct the Independent Study.

Faculty Member's Signature/ Date

I have reviewed the 1) student's Independent Study Proposal, 2) the Independent Study Syllabus, and 3) student's degree audit. I am granting permission for this student to proceed in the Independent Study approval process.

Department Chair's Signature/ Date

Course Number: _____ **490 / 790**
 Department

Course to be applied as: _____
 Department Code

I have reviewed the:

- Student's Independent Study Proposal,
- The Independent Study Syllabus,
- Student's Degree Audit, and
- All 3 Signatures.

I approve this Independent Study.

Dean or Associate Provost for Curriculum's Signature/ Date

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| <p><i>For AARO Use:</i></p> <p>Course Number/Section: _____</p> <p>AARO's Signature/Date: _____</p> | <p>Return to:</p> <p>Academic Advising & Registration Office College for Creative Studies 201 East Kirby Street, Detroit, MI 48202 Phone: (313) 664-7672 Fax: (313) 664-7649</p> |
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INDEPENDENT STUDY APPROVAL - INSTRUCTIONS

REQUIREMENTS

Independent Study is available to students who have:

- Junior, Senior, or MFA level standing
- Cumulative grade point average of 3.00 or above

Student may receive approval to work in an area or on a project that is not otherwise offered or addressed in the regular curriculum. Students may receive credit toward graduation for no more than 6 credit hours.

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Student must submit the following 4 items (attached) to the Office of Academic Affairs:

- Copy of the **Independent Study Proposal** – prepared by student
- Copy of the **Independent Study Syllabus** – prepared by faculty member
- Copy of the **Student's Degree Audit** (Blackboard>WebAdvisor>What Students Can Do On WebAdvisor>View Your Degree Audit)
- This form with 3 signatures:** Student, Faculty Member, Department Chair, and Dean or Associate Provost

INDEPENDENT STUDY PREPARATION PROCESS

1. Student submits an **Independent Study Proposal** to a full-time faculty member
This is a 150-word (no less) description of the Student's plan for study and her/his reason for choosing to study independently.
2. After discussion with the Chair of the proposed independent study course's viability and fit with the student's curriculum, **the faculty member must write an Independent Study Syllabus**. The syllabus must contain the following:
 - Semester and Year of Independent Study
 - 3-5 Learning Outcomes for the Independent Study (what should student learn?)
 - Timeline and duration of Faculty Member/ Student meeting dates (must meet at least four times during the semester)
 - List of projects and weight of project(s) leading to a final grade
 - Project component and final project deadline(s)
 - Project expectations (how are the project(s) and each component graded?)
 - Faculty Member and Student name including contact information
3. Faculty Member and Student sign this form.
4. After creating a packet with this form, the proposal, and the Student's degree audit, the Student must obtain the Department Chair's signature on this form in order to proceed. This signature does not necessarily guarantee approval of the Independent Study.
5. **Student must register for the Independent Study by completing an Add/Drop form and submit all approved paperwork to the Academic Advising & Registration Office (AARO).**