

Please print

Student Name _____ Student ID# _____

Anticipated Graduation Date: JAN MAY AUG DEC 20 _____ Year Entered Taylor/Catalog Year: _____

Major(s): _____ Minor(s): _____ Degree: AA BA BS BM

Student Signature _____ **Date** _____

I have read and agree to the independent study policy. I understand that the registration form for independent study must be submitted prior to the designated enrollment term and that additional fees may be applicable.

Course Enrollment Term
 Summer 20 _____ Fall 20 _____ Interterm 20 _____ Spring 20 _____

Course #	Credit Hours	Course Title

Rationale for Independent Study
Attach additional comments as necessary.

_____ # of Credit Hours previously taken by Independent Study/Distance Learning (including transfer hours by IS/DL)

_____ Academic Course Load for Enrollment Term (including all courses to be taken elsewhere for credit and/or no credit)

Attach the following documentation:

-
- Course Syllabus
-
-
- Academic Plan for remainder of Degree Program
-
- or
-
-
- Graduation Application (if you have applied for graduation for the current or following academic year)

Approval Signatures
➡ Obtain signatures of the advisor, instructor, and department chair before submitting registration form to the Office of the Registrar.

I certify that this request complies with and meets one of the four policy criteria listed on the reverse side of this form. I believe this student is capable of effectively completing this course in an independent study format.

Academic Advisor _____ **Date** _____

I agree to facilitate this independent study. I am facilitating a total of _____ independent studies for this semester for a total of _____ credit hours.
Instructor _____ **Date** _____

I approve of this course being offered by this instructor to this student via independent study. I certify this does not create a burdensome load for the instructor.
Course Department Chair _____ **Date** _____

 Faculty Compensation: Yes No

 Approved Denied Fee _____ CRN _____

Registrar _____ **Date** _____

Academic School Dean _____ **Date** _____

INDEPENDENT STUDY POLICY

Independent studies are individualized, directed studies taken without classroom instruction or regular interaction with a faculty member. The student is required to plan with the professor an individualized schedule of reading, research and study. Assignments, papers, tests and other means of assessment may be completed by appointment, mail, e-mail, remote proctors, internet, etc.

Students and faculty alike are encouraged to schedule independent studies during the summer session when the calendar and personal schedules of students and faculty are more flexible. The shortened academic calendar makes independent studies impractical for the January interterm. During the fall and spring semesters, independent studies are considered exceptions due to faculty workload limitations, but may be approved under certain circumstances, such as:

1. To complete a **graduation requirement** without which the student's graduation would be unreasonably delayed. (*A student's desire to graduate in less than four years, to double-major, add a minor, etc., does not meet this requirement.*)
2. To resolve **scheduling conflicts** beyond the student's control involving required courses which cannot be taken in a later semester or summer term without negative impacts on the student's program of study.
3. To provide a scheduling **efficiency or convenience to the University**, such as offering the independent study as an alternative to a low-enrollment class section, deviating from regular course offering schedules, etc.
4. To offer both the student and supervising faculty member the opportunity to expand their Taylor experiences with **special/advanced topic courses** that may serve special needs such as specific career goals, graduate school prerequisites, etc. An additional independent study fee may be assessed by the Academic Dean for these requests.

No student who is on academic probation may register for an independent study unless it is to repeat a course. No student may complete more than 12 hours of independent study. The total maximum of independent study hours and distance learning is 16 hours.

All other academic policies in the academic catalog apply to independent studies, e.g., criteria for requesting incomplete grades, deadlines for registration.

Tuition for independent studies completed during the summer is at the standard summer session credit hour rate. Financial aid is not applied to summer independent studies.