Please print

Student Name ___________________________ Student ID# __________________

Anticipated Graduation Date: JAN MAY SUM DEC 20 ________ Curriculum/Catalog Year: __________

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

I have read and agree to the independent study policy (printed on back of form for reference). I understand that the registration form for independent study must be submitted prior to the designated enrollment term. I further understand that additional fees (including $125 per credit hour) may be applicable.

Student Signature ___________________________ Date __________

Course Enrollment Term

- ☐ Summer 20 ________ - ☐ Fall 20 ________ - ☐ Interterm 20 ________ - ☐ Spring 20 ________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Credit Hours</th>
<th>Course Title</th>
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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)

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.

Faculty Compensation: ☐ Yes ☐ No Course Dept. Chair ___________________________ Date __________

For use by the Registrar and Academic School Dean only

☐ Approved ☐ Denied ☐ Fee __________ CRN __________

Registrar ___________________________ Date __________

Academic School Dean ___________________________ Date __________

Office of the Registrar  4/27/2015
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:

- 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.)
- 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.
- 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.
- 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.

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.

Typically, students will be charged a fee of $125 per credit hour for an independent study; this fee will not be charged during the summer session. Tuition for independent studies completed during the summer is at the standard summer session credit hour rate. Check with the Financial Aid Office to inquire about possible assistance for the summer term.