



## GRADUATE STUDENT INDEPENDENT STUDY FORM

Attached is a request for independent study at the graduate level. Please be aware of the following information:

*Purpose of independent study: To allow students to engage in research and/or study in a specialty area that is not available through established course offerings.*

- Only matriculated students with 3.0 GPA or higher may register for an independent study and should be toward the end of their degree work.
- Students are limited to one independent study.
- Independent studies may not be taken in addition to a full-time (12 credit hour) schedule.
- Independent studies are directed by full-time Nazareth faculty sponsors.
- These studies are independently directed and therefore meeting times and dates must be firmly established with your professor **before** approval will be granted.

**Procedure for Independent Study:** Independent studies require a great deal of time and effort. The approval process may take up to one month to complete. The independent study proposal, with all signatures, must be completed two weeks **prior** to the beginning of the semester in which the independent study is to be taken.

1. Meet with your program advisor to discuss the possibility of proceeding with the request for independent study.
2. Meet with the following people to discuss your project and obtain approval signature on the attached form "*Student Proposal for Graduate Independent Study*":
  - a. Program Director
  - b. Faculty Sponsor
  - c. Department Chairperson(s)
3. Submit to the appropriate person in Section B of the attached form "*Student Proposal for Graduate Independent Study*":
  - a. A completed proposal form. You must use the attached format in designing your independent study proposal.
  - b. All required signatures in Section A of the attached form "*Student Proposal for Graduate Independent Study*".
  - c. Additional copies – two additional copies of your proposal (excluding the signature cover sheet).
4. Upon approval, a course number will be assigned and you will be registered in the independent study.
5. **PLEASE NOTE:** Once you have completed your study, two copies of your project must be submitted to your faculty sponsor.

# Student Proposal for Graduate Independent Study

## STUDENT INFORMATION

Name \_\_\_\_\_ ID or SSN \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## INDEPENDENT STUDY INFORMATION

Term  Fall  Spring  Summer A  Summer B    Year: \_\_\_\_\_ Credits: \_\_\_\_\_

Title: \_\_\_\_\_

Attach an independent study proposal with the following **required** information:

1. Description of Suggested Project
2. General Objectives
3. Specific Objectives
4. Objective #1 Activities/Approaches/References
5. Objective #2 Activities/Approaches/References
6. List of confirmed meetings dates with faculty sponsor and criteria for project evaluation. Note: Evaluation should be done in accord with the standards required for regular graduate courses. See the Graduate Catalog for grading.

## APPROVAL SIGNATURES SECTION A

\_\_\_\_\_  
Program Advisor/Date

\_\_\_\_\_  
Program Director/Date

\_\_\_\_\_  
Faculty Sponsor/Date

\_\_\_\_\_  
Faculty Sponsor's Department Chair/Date

\_\_\_\_\_  
Student's Department Chair/Date

## APPROVAL SIGNATURE SECTION B

Once all of the above signatures in "section a" are obtained, submit the completed proposal to the **appropriate Dean** below.

Dean, School of Health & Human Services (Dr. Brigid Noonan)

\_\_\_\_\_  
Date

Dean, College of Arts and Sciences (Dr. Dianne Oliver)

Dean, School of Education (Dr. Kathleen Daboll-Lavoie)

Dean, School of Business & Leadership (Dr. Kenneth Rhee)

**When completed, please submit this original form with supporting paperwork to the Office of the Registrar, Smyth Hall Room 1.**