Description
The purpose of the independent study is to provide an opportunity for students to study an academic topic not otherwise available through regular course offerings. The course may also offer a chance to further conduct research on a subject that was introduced in a CSCI course. Students should approach the independent study course with the understanding that time and effort involved in the study should at least approximate that of a CSCI graduate level course offered for the same number of credits.

Independent studies should not be undertaken solely because of difficulty fitting other classes into your schedule, nor because a course you wish to enroll in is full. It is the responsibility of the student to structure, design and implement a course of study in conjunction with a faculty member who is willing to supervise the independent study. A student should initiate this process with a written proposal in accordance with the guidelines indicated below.

Application Procedure
1. The student and faculty supervisor should agree upon a general topic. Prior to receiving final approval, the student should conduct a preliminary investigation of the subject to ensure that resources to support the study as initially contemplated are available and accessible.

2. After conducting the preliminary investigation of the subject, the student should prepare a written independent study proposal. The student and the faculty supervisor should agree on course details, including the material to be covered, course format, sources to be used and method of evaluation. The faculty supervisor is responsible for certifying completion of the study by signing the bottom of the original independent study proposal.

3. The student should complete a proposal form and return it to the Advising Office. The proposal form will then be submitted to the graduate program committee for approval. Anticipated processing time for the approval of a proposal by the committee is about two weeks. Thus, the proposal must be submitted at least two weeks prior to the university general registration deadline.

4. Once the independent study is approved, the student will be contacted with instructions to register for the independent study course.
Graduate Independent Study Cover Form  
(To be completed by the student and faculty supervisor)  
(Attach this cover sheet to the proposal)

Submission date_______________________________________________________________

Student’s name (Print) & signature______________________________________________

Number of credit hours _______________ E-mail___________________________________

Faculty supervisor’s name (Print) & Signature____________________________________

Title of study________________________________________________________________

Complete the following sections in a separate document and submit along with this cover sheet. The proposal must contain a reasonable amount of detail in each section to facilitate a thorough review.

1. **DESCRIPTION**: Describe in detail the content and overall objective of your study (minimum of 250 words)

2. **RATIONALE**: Why do you think this study needs to be carried out as an independent study? Be certain to specify why these interests cannot be pursued in the context of courses offered in the CSCI graduate curriculum.

3. **PREPARATION**: Describe your background and training which qualify you to undertake this study (relevant courses, reading, work experience, etc.).

4. **ANTICIPATED WORK TO BE COMPLETED**: List the methods and outcome of the independent study. Also include a timetable specifying the activities to be completed.

5. **METHOD OF EVALUATION**: (to be completed by the faculty supervisor): List all types of evaluation and the basis for determining the student’s grade (e.g., written examination, final report, oral report, etc.)

6. **REFERENCES AND BACKGROUND MATERIAL**: Provide a list of references from scholarly journals, conference proceedings, textbooks, monographs and other appropriate venues that will be used for your study.

**Graduate Program Committee Action:**

Approved [ ], Disapproved [ ], Signature & Date:___________________________________