

**590/690**  
**GRADUATE INDEPENDENT STUDY**  
Academic Guidelines

**A. Project Options**

1. Reading Project – 1,200 to 2,000 pages per credit hour. Choose a topic or an area to fill in a deficiency in the student's curriculum. There should be brief critiques of readings with a conference at the end of the project.  
**OR**
2. Writing Project – Write a research paper(s). Follow the recommended format for a formal paper. There should be a conference following the reading of the paper. (13 to 15 pages per credit hour.)  
**OR**
3. Lab Research Project – This research is to be conducted in a formal lab situation (i.e. science, art, etc.). Credit will be granted on the assumption that 40-50 hours of work equals one credit hour. A formal project report must be written and an oral report made.  
**OR**
4. A careful mix of the above options.

**B. Guidelines**

1. At least 6 hours of background in the discipline are required.
2. The independent study may be taken for one, two, three, or four hours.
3. A faculty member must sponsor the project, but the student should be responsible for doing the "leg work" and planning necessary for the project. This is not a tutorial.
4. Regular catalog courses may not be taken as independent studies.
5. All categories (including outline, bibliography, and evaluation criteria) must be completed.
6. Grading is Satisfactory/Unsatisfactory.
7. The project should culminate in an evaluative conference. It is recommended that an oral presentation be made to a panel of several faculty and students.

**C: Form**

1. Fill out the form – all should be in legible print with the exceptions of signatures.

**IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE SECTION 1 AND SEND TO ACADEMIC ADVISOR**

2. Attach all information required on a separate piece(s) of paper.
3. Sign Document.
4. Get signatures of Sponsoring Faculty Member and Academic Advisor.
5. Form must be submitted to Academic Advisor, 30 days before semester start.
6. Academic Advisor will forward form to the Office of Records and Registration.



## GRADUATE INDEPENDENT STUDY – 590/690

IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE SECTION 1 AND SEND TO ACADEMIC ADVISOR

### Section 1:

Student's Name \_\_\_\_\_ I.D. # \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ SAU email \_\_\_\_\_

Program \_\_\_\_\_ Department: \_\_\_\_\_

Project Title (Course title): \_\_\_\_\_

Note: the title cannot be the same as any existing course title, may not exceed 24 characters.

#### Attach the following information on a separate paper:

1. *Prose summary of work to be done: (tasks, written work, projects)*
2. *Bibliography: (use proper format)*
3. *Describe how your learning will be evaluated. Be very specific: (writing project, reading project, lab research, etc.)*

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Faculty Member (print name) \_\_\_\_\_

Signature of Faculty \_\_\_\_\_ Date \_\_\_\_\_

#### Dean or Department Chair Approval:

\_\_\_ The instructor has a Qualified Faculty Form on file with Academic Affairs for this course.

Signature of Dean/ Department Chair \_\_\_\_\_ Date \_\_\_\_\_

#### Section 2: Academic Advisor completes the following:

Student has completed 6 or more credits in program: \_\_\_\_\_

To be taken and completed (check one): Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year \_\_\_\_\_

Check one: 590 ☐ or 690 ☐ Number of credit hours registered (1-4) \_\_\_\_\_

Grade Type: Satisfactory/Unsatisfactory \_\_\_\_\_

Approval of Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Before any work is begun, this form must be completed and submitted to the Academic Advisor who completes then sends to Academic Affairs for approval. Sponsoring faculty must have a qualified faculty form on file in Academic Affairs. The approved form is then sent to the Office of Registration and Records for course setup and registration to be completed. The final approved form must be received by the student and sponsoring faculty before starting the course.

#### Section 3: Approval of Academic Affairs office: Approved

Denied

Academic Affairs officer signature: \_\_\_\_\_ Date \_\_\_\_\_

#### Section 4: Office of Registration & Records:

Course: \_\_\_\_\_ Section #: \_\_\_\_\_ Credits: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Approval of Registrar \_\_\_\_\_ Date \_\_\_\_\_