Description: This quick guide shows the process for students intending to register for an Independent Study.
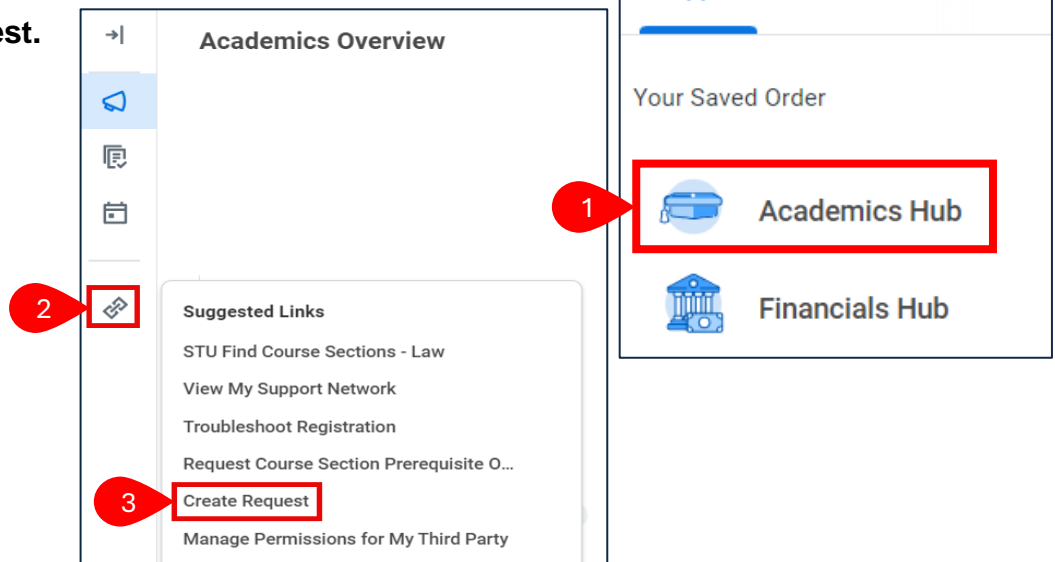
Applies to: Students.

CREATE A REQUEST

Students wanting to register for an Independent Study should create a request via their Academics Hub or from the Workday Search Bar.
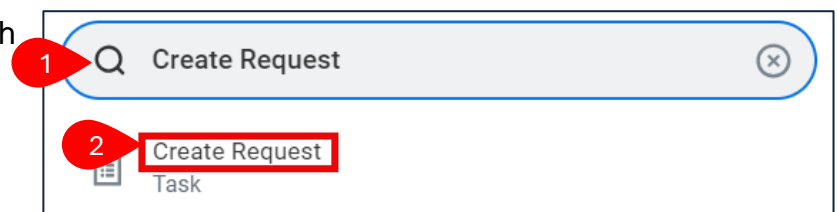
To create a request via the **Academics Hub**:

1. From the Global Navigation Menu, select the **Academics Hub**.

2. Click to open the **Suggested Links** Menu.

3. Select **Create Request.**

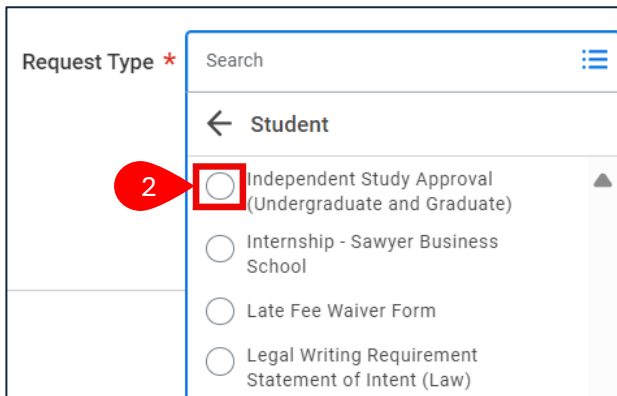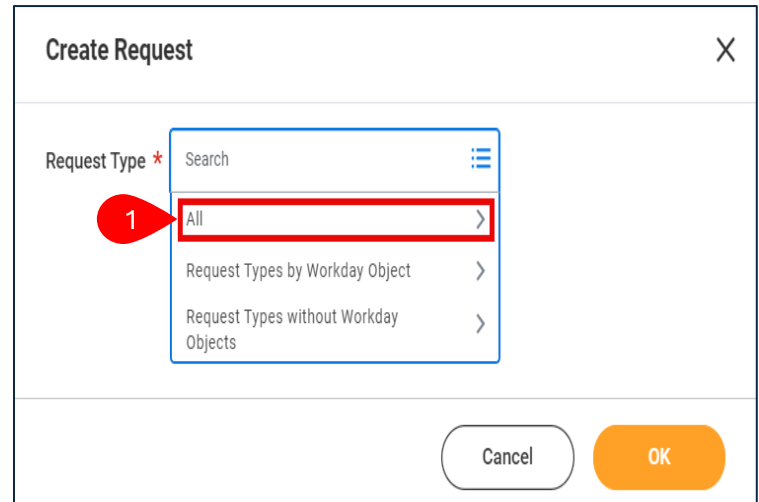To create a request from the **Workday Search Bar**:

1. Type **Create Request** into the search bar at the top of the page.

2. Select the **Create Request Task**.
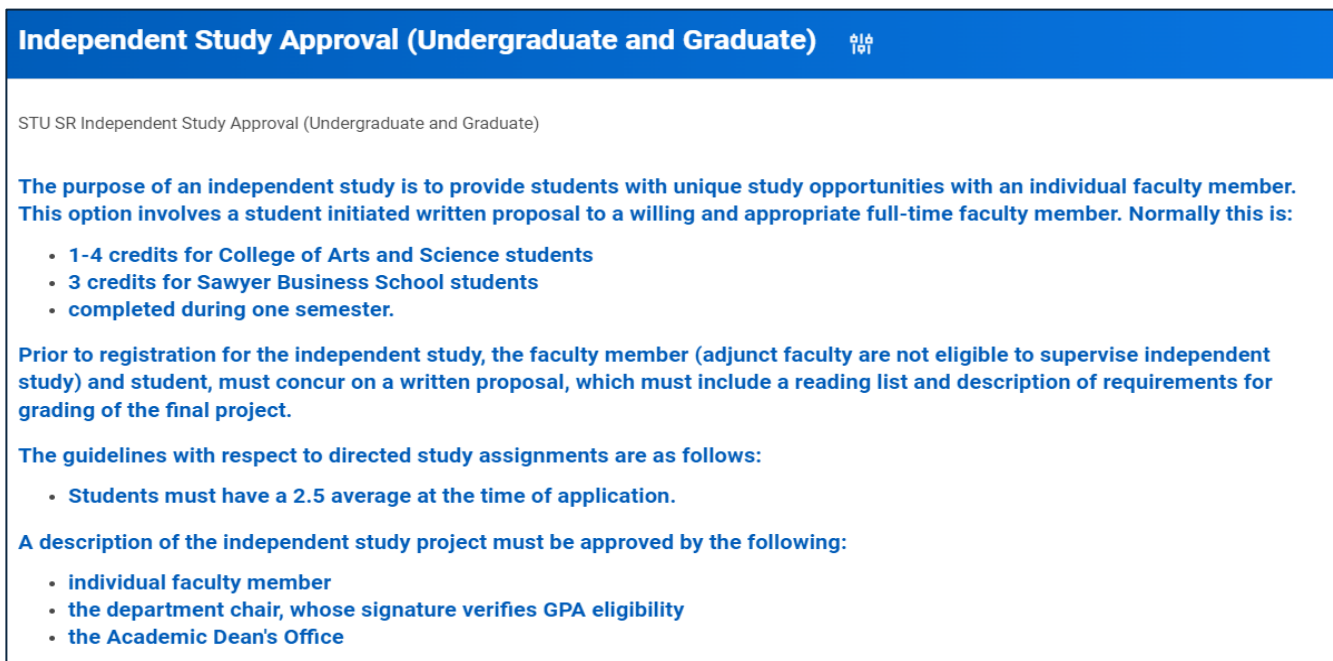
CREATE A REQUEST: INDEPENDENT STUDY

Once students have navigated to the Create Request task, they should follow the below steps to request to register for an Independent Study.

1. In the Request Type menu, select **All.**

2. Select **Independent Study Approval (Undergraduate and Graduate).**

3. Select **Ok.**

Note: Students can also type **Independent Study Approval** into the Request Type Search bar to select it.

4. Fill in the required fields into the approval form that appears and press **Submit.** Once submitted, the request will route for approval as necessary based on the request. Once approved, students will receive a notification that they have been registered.

Independent Study Approval (Undergraduate and Graduate)

STU SR Independent Study Approval (Undergraduate and Graduate)

The purpose of an independent study is to provide students with unique study opportunities with an individual faculty member. This option involves a student initiated written proposal to a willing and appropriate full-time faculty member. Normally this is:

- 1-4 credits for College of Arts and Science students
- 3 credits for Sawyer Business School students
- completed during one semester.

Prior to registration for the independent study, the faculty member (adjunct faculty are not eligible to supervise independent study) and student, must concur on a written proposal, which must include a reading list and description of requirements for grading of the final project.

The guidelines with respect to directed study assignments are as follows:

- Students must have a 2.5 average at the time of application.

A description of the independent study project must be approved by the following:

- individual faculty member
- the department chair, whose signature verifies GPA eligibility
- the Academic Dean's Office

Student ID:
(Required)

Student Name:
(Required)

Academic Period:
Example: Fall 2024
(Required)

Academic Level:
(Required)

- ○ Undergraduate
- ○ Graduate

Course Subject and Number/Independent Study Name:
Example: BIO 510/Shark Dental Analysis
(If specific course number is unknown, indicate the subject and department along with the title of the Independent Study)
(Required)

Delivery Mode:
(Required)

- ○ Hybrid
- ○ In-Person
- ○ Online Asynchronous (No Designated Meeting Time/Day)
- ○ Online Synchronous (Designated Meeting Time/Day)

Name of faculty member who will be supervising:
(Required)

Course Credits:
(Required)
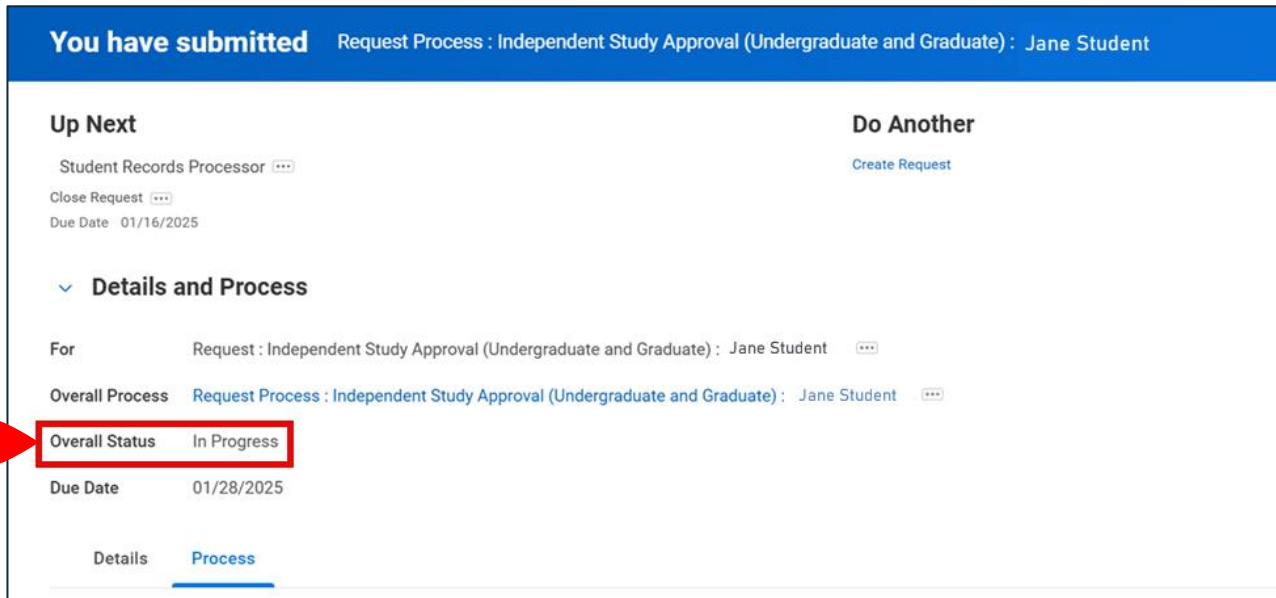
Grading Basis
(Required)

- ○ Graded
- ○ Pass/Fail

Please attach required proposal documents:
(Required)

Drop files here

or

Select files

Submit   Save for Later   Cancel

APPROVAL WORKFLOW

Students can view the status of their request by going to **My Tasks > Archive**. Archive has all the business process tasks the student has been involved in.

1. Find and select the **Request** event you submitted.
2. Review the **Overall Status** of the task.

You have submitted Request Process : Independent Study Approval (Undergraduate and Graduate) : Jane Student

Up Next

Student Records Processor ⋯
Close Request ⋯
Due Date 01/16/2025

Do Another

Create Request

⌄ **Details and Process**

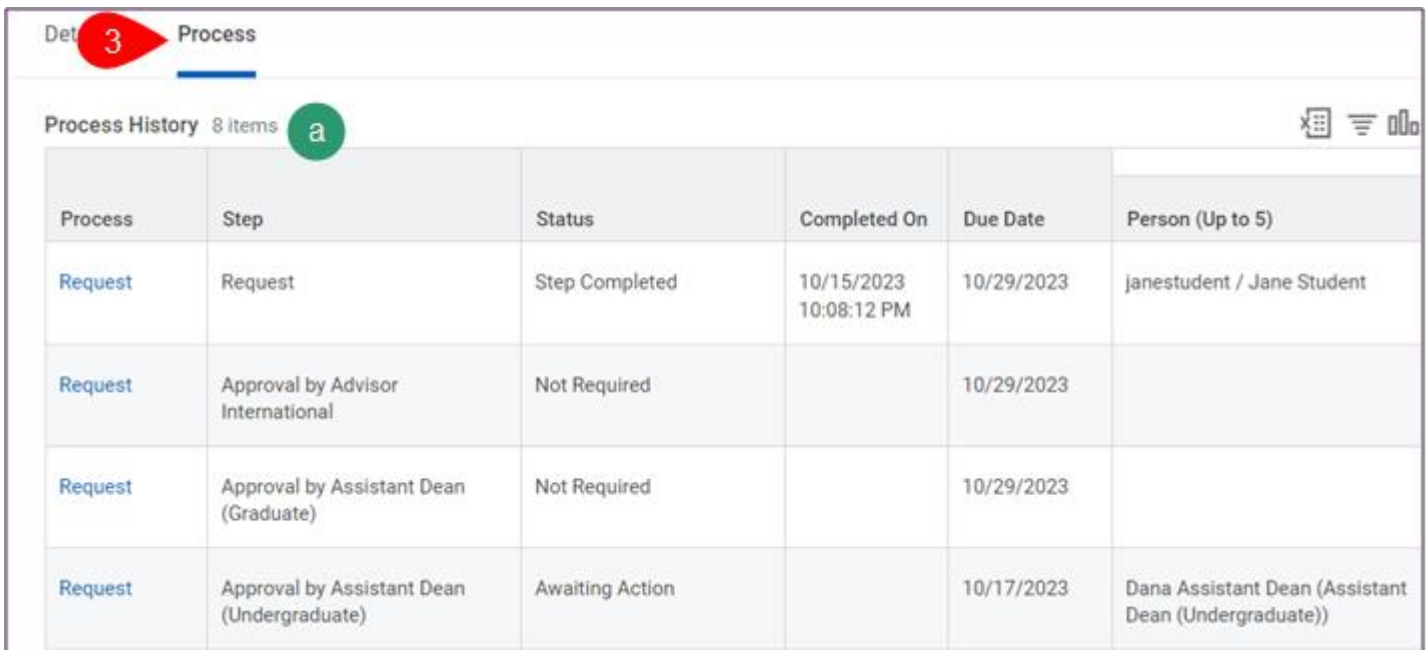|	
For	Request : Independent Study Approval (Undergraduate and Graduate) : Jane Student ⋯
Overall Process	Request Process : Independent Study Approval (Undergraduate and Graduate) : Jane Student ⋯
② Overall Status	In Progress
Due Date	01/28/2025

Details   Process

3. Click the **Process** tab.
   a. The **Process History** grid shows the detailed status of the request and the individual(s) authorized to approve

Det **③** Process

Process History 8 items **a**

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Request	Request	Step Completed	10/15/2023 10:08:12 PM	10/29/2023	janestudent / Jane Student
Request	Approval by Advisor International	Not Required		10/29/2023	
Request	Approval by Assistant Dean (Graduate)	Not Required		10/29/2023	
Request	Approval by Assistant Dean (Undergraduate)	Awaiting Action		10/17/2023	Dana Assistant Dean (Assistant Dean (Undergraduate))