



# Get the Facts

## Requesting an Independent Study

### **Step 1 ~ Get the Form**

Pick up the Independent Study Form outside of SAC 481.

### **Step 2 ~ Complete the Form**

Fully complete the form. It is important to indicate the equivalent course number or course title for transcript purposes. The short titles need to be less than 35 characters.

Sign the form and obtain the signatures of the instructor, the department chair, and Associate Dean.

### **Step 3 ~ Resolve any holds**

If any registration holds exist on your student record, it must be removed. You are responsible for monitoring these registration holds and resolving any issues that would prevent registration for this course.

### **Step 4 ~ Submit the Form**

The Independent Study Form must be submitted by the department chair to the Associate Dean no later than 3 days before the last day to add classes for each quarter.

### **Independent Study Processing After Receipt of the Form**

After submission of the signed Independent Study Form there will be no further action required on your part unless a registration hold exists on your student record.

The Associate Dean of the School of Education will forward the approved Independent Study Forms to the Student Record Specialist in the Office of Student Affairs and an individual course section will be created with your unique course information.

The Student Record Specialist will perform the registration administratively. You will receive an e-mail indicating that you have been registered and the instructor of records will be copied on the e-mail.

