INDEPENDENT STUDY COURSE REQUEST FORM

COLLEGE OF EDUCATION

Terms: Autumn______ Winter______ Spring______ Summer I______ Summer II______ Year: _______

*Request must be made before the last add deadline for the term indicated.

Student’s Information:

(Name) Last, First                                      Contact Phone Number

Student’s Signature                                      Date

Student’s ID #                                      Email Address

Independent Study Course Regulations:

1. Must have instructor’s, department chair’s and the Associate Dean’s signatures.
2. Instructor, please note: Applies only for the quarter indicate above. If this course carries over into a future
   quarter, you must assign the student an IN grade; once the coursework is complete, process an online
   change of grad.
3. The form will be returned to the instructor if incomplete or unapproved.

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Course Number                                      Quarter Hours (1-12)                     Specify Equivalent DePaul Course if Applicable

Course Title

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Print & Signature of Instructor Directing Course     Date

Signature of Department Chair                        Date

Signature of Associate Dean                          Date

Details of work expectations for the independent study must be explained on reverse side or provide copy
of syllabus.
Independent Study Form Instructions

**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 College 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.