

- ❖ The purpose of independent study is to provide a student with an opportunity to do extensive reading or research on a specific topic that is not offered as a regular course.
- ❖ The study consists of an in-depth study in one area with one instructor as the study supervisor.
- ❖ Application must be **completed and submitted to Records no later than the first week of the semester** in which study is undertaken.
- ❖ Independent study is typically for one to three credits, as determined in consultation with the instructor.
- ❖ Course must be completed within semester requested. Students may earn letter grade of A, B, C, D, P, or F
- ❖ A project outline must be approved by the instructor who will supervise the student's work.
- ❖ Prior to registration, approval is required from the appropriate Dean of Educational Services.
- ❖ **PLEASE NOTE: We cannot process this application if you have an outstanding balance due at any MN State institution.**

FOLLOW STEPS BELOW

1. STUDENT

Student Name: _____	Student Tech ID/STAR ID: _____
Student Email: _____	Phone #: _____

2. STUDENT and INSTRUCTOR

Instructor is: _____ <small>(Please Print Full Name)</small>			
Department in which study is to be undertaken: _____ for _____ credits.			
Is this course replacing a course offered in the catalog? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what course? _____ <small>(Example: ENGL 2291)</small>			
Attach 1-page outlining course components such as syllabus or course outline and method of completion.			
_____ Signature of Student	_____ Date	_____ Signature of Instructor <small>(under whom study is being conducted)</small>	_____ Date

3. INSTRUCTOR MEETS WITH DEAN OF EDUCATIONAL SERVICES

Campus: <input type="checkbox"/> Coon Rapids <input type="checkbox"/> Cambridge <small>(Please select one)</small>	
_____ Signature of Dean of Educational Services	_____ Date

4. DEAN SUBMITS FORM TO RECORDS OFFICE

CID: _____		
DEPT: _____	2299: _____	Notify FWM Updater: <input type="checkbox"/>