

**Independent Study Guidelines**  
**CI 596, ED 596, EDPS 596, EPSY 596, SPED 596**

**NOTE: YOU ARE NOT AUTOMATICALLY REGISTERED for independent study by completing this form. YOU MUST REGISTER FOR THE COURSE BY ACCESSING YOUR STUDENT ACCOUNT VIA THE UI-SELF SERVICE SYSTEM.**

**The Associate Dean will approve proposals for any Independent Study that meet the following policies:**

- a.) Upon admission to a graduate degree program and the completion of at least eight semester hours of regular (non-extension) graduate level courses, a graduate student is eligible to enroll in an Independent Study.
- b.) Independent Study can include research, reading, and active participation directed toward a problem related to a student area of specialization.
- c.) **A student must register himself/herself for an independent study course.** This may be accomplished by completing the following process: complete the Independent Study Permit to Register Form, submit the completed form with the instructor's signature to the Office of Student Services, Room 3145 EPASW, BEFORE the 10<sup>th</sup> day of the semester (5<sup>th</sup> day for Summer Session). A project proposal, which represents both goals and methods of inquiry, must be included with the form. The proposal must include a general statement about the final report: items to be covered approximate length, etc. During the semester in which the student is enrolled in the Independent Study, the proposal will be retained by OSS. OSS staff will secure the approval of the Associate Dean.
- d.) At the end of the course, the instructor will write an evaluation of the student's final report and overall performance. This evaluation, as well as the proposal, will be retained in the student's permanent academic file.
- e.) Members of the faculty are eligible to supervise Independent Study projects completed in conjunction with enrollment in an Independent Study course. The appropriate course reference number (CRN) for each approved faculty member can be found in the UIC Schedule of Classes. Check carefully to ensure the CRN corresponds with the appropriate faculty member.
- f.) It is the student's responsibility to obtain ALL registration information and to ensure that all information is the correct registration information from the UIC Schedule of Classes **PRIOR** to turning in the Independent Study Form.

**NOTE: Independent Study may be taken for 1-4 semester hours of credit. The amount of credit hours sought must be indicated on the proposal. A permit to register may only be issued if you do not have a hold on your account and if you meet the criteria for the independent study that you have requested permission to register for. Prior to attempting to register for the class, please allow at least two business days for the permission to be activated in the on-line registration system. You will have 3 calendar days to register after permission has been activated. Your permission to register will expire in the registration system at the end of the third day after activation. Independent Study courses and any 597 or 598 courses do not count towards the required 9 hours of 500 level coursework for the M.Ed.**

**Authorization to Enroll in Independent Study:  
CI 596, ED 596, EPSY 596, EDPS 596, SpED 596**

**TO BE COMPLETED BY STUDENT:**

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Name (First, Last) \_\_\_\_\_ Student UIN \_\_\_\_\_ Student Phone Number \_\_\_\_\_ ( )

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Degree Program \_\_\_\_\_ Area of Specialization \_\_\_\_\_ Email \_\_\_\_\_ @

*Describe the project proposal. Include all details that were explained in item "c" of the Independent Study guidelines (Please note that the information provided here becomes the official course description that will be kept in the permanent academic file):*

**To be completed by Student and Instructor:**

\_\_\_\_\_ has permission to enroll in \_\_\_\_\_ 596  
(student name printed) (ED, EPSY, SPED, CI, EDPS)

(Independent Study), course reference number \_\_\_\_\_ for \_\_\_ semester hours of credit  
during the \_\_\_\_\_ Semester, \_\_\_\_\_.  
Fall or Spring or Summer Year

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Instructor's Signature (required)

Date

**I understand that I will ONLY BE GIVEN PERMISSION TO ADD MYSELF to the course reference number as stated above via the UI-Self Service System.**

**A permit to register may only be issued if you do not have a hold on your account and if you meet the criteria for the course that you have requested permission to register for (please refer to attached sheet). Prior to attempting to register for the above classes, please allow at least two business days for the permission to be activated in the on-line registration system.**

**By signing below I acknowledge that I understand that upon receiving permission to register for the above course and related CRN I will need to register myself via the UI-Self Service System after permission has been activated and prior to the deadline date to register (please refer to the schedule of classes for posted deadlines).**

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Student Signature

Date