

### *Undergraduate Independent Study Guidelines*

Approval will be given to proposals for Independent Study which meet the following policies:

- a. Enrollment is limited to students with junior or senior standing
- b. Independent Study may be taken for 1-4 semester hours of credit. The amount of credit hours sought must be indicated on the proposal.
- 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 ETMSW, *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. **REMEMBER THAT THIS FORM WILL BE USED AS YOUR COURSE DESCRIPTION. PLEASE BE AS DESCRIPTIVE AS POSSIBLE.**
- d. Only persons with academic appointments at the level of instructor or above may offer 396 for credit.
- e. Students will prepare a written project proposal that presents goals and intended procedures. The proposal will include a general statement about a final report, e.g., the items to be covered, approximate length. The proposal will be filed in the student's permanent academic file.
- f. At the end of the course, the instructor will write an evaluation of the student's final report and performance. This evaluation will be filed in the student's permanent academic file.
- g. Independent studies should include research, reading and active participation directed toward a problem. Independent Study is intended as an intellectual endeavor rather than just an extended observation or exclusively and experience-based.

# AUTHORIZATION TO ENROLL IN INDEPENDENT STUDY

## TO BE COMPLETED BY STUDENT

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Student Name

UIN

Phone Number

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College

Major

Degree Program

Email

*Describe the project proposal. Include all details that were explained in item "c" of the Independent Study guidelines:*

### To be completed by Student and Instructor:

\_\_\_\_\_ has permission to enroll in \_\_\_\_\_396  
(enter course rubric)

(Independent Study), course reference number (CRN) \_\_\_\_\_ for \_\_\_\_\_ semester hours

of credit during the \_\_\_\_\_ Semester, \_\_\_\_\_.  
Fall, Spring, or Summer Year

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Instructor's Signature

Date

**I understand that I will ONLY BE GIVEN PERMISSION TO ADD MYSELF to the course reference number as stated above via my.uic.**

**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 one business day 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 register myself via my.uic after permission has been activated and prior to the deadline to register.**

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Student Signature

Date