



Independent Study Request

- An Independent Study enables a student, in unusual circumstances, to take a course listed in the catalog on an individualized basis.
- An Independent Study may not be used for a course in which the student received a failing grade.
- The request for independent study is initiated by the student.
- The faculty member's role is to provide a syllabus and direction for completing coursework outside the normal class meeting times. Regular meetings between the student and instructor are to be scheduled from the outset of the study.
- Respective academic departments define how many hours of an independent study may be counted in the major and will approve the topic and the content.
- An Independent Study may carry a letter grade or be taken pass/fail; determination must be made upon signing of the request.
- An Independent Study is open to a student after successful completion of the freshman year; in the case of transfer students, after the successful completion of at least one semester at Saint Martin's University.
- A student must have a cumulative grade point average of 2.5.
- A student may enroll in no more than one Independent Study in any one semester.

Student Name: _____

Student ID Number: _____

Class: Freshman Sophomore Junior Senior

Major: _____

Cumulative GPA: _____

Anticipated Graduation Date: _____

Course ID	COURSE TITLE	CREDITS	INSTRUCTOR
_____	_____	_____	_____

SEMESTER & YEAR TO BE TAKEN: _____ GRADE OPTION: Letter Grade Pass/Fail

SIGNATURES: (must be obtained in order)

1. INSTRUCTOR: _____ Approved Denied
Date

A copy the course syllabus must be attached to the Independent Study Request form before obtaining the remaining signatures and registering for the study.

2. ADVISOR: _____ Approved Denied
Date

3. DEPARTMENT CHAIR: _____ Approved Denied
Date

4. DEAN OF COLLEGE/SCHOOL (of course requested): _____ Approved Denied

 Printed name of Dean

 Signature of Dean Date

By signing below, I agree to the terms of this independent study and understand that this course must be completed within the semester for which I have registered.

STUDENT SIGNATURE _____ DATE: _____