

## GRADUATE INDEPENDENT STUDY REQUEST FORM

### Trinity College of Arts & Sciences

Independent study enables a student to pursue for course credit individual interests under the supervision of a faculty member.

#### **Policies:**

The following policies apply to both types of independent study<sup>1</sup>:

1. **Approval**—The independent study must be approved by the instructor(s) involved as well as by the Director of the program that you are enrolled in.
2. **Faculty appointment**—The instructor of record (supervising faculty member) must hold a regular rank faculty appointment at Duke. In some cases, there may be an additional instructor who mentors the bulk of the independent study and holds an appointment outside the sponsoring department or program. If this is the case, the supervising faculty member is responsible for submitting the final grade, and ensuring that the instructor adheres to academic standards, policies, and procedures pertaining to graduate students of Duke University.
3. **Non-Regular Rank Faculty/Staff**- NRR Faculty and Staff have restrictions on the number and types of independent studies they can have with students. Please check with department staff and with the DGS to ensure your independent study is allowed.
4. **Course Content / Quality**—The independent study must provide a rigorous academic experience equivalent to that of any other Duke graduate course. Independent study courses may not duplicate available course offerings in the semester or summer term in which the independent study is being taken, nor may independent study be used simply to provide low-level support for other projects or to observe or shadow the work of others.
5. **Final product**—The student will produce a final academic and/or artistic product to be completed during the semester for which the student is registered for the course.
6. **Grading**—The instructor will evaluate the work, including the final product, associated with the independent study, and submit a grade by the end of the semester. If the instructor is someone other than the supervising faculty member, the instructor will consult on the final grade with the supervising faculty member from the sponsoring department or program, who will submit the final grade.

#### **Procedures:**

1. Students wishing to register for an independent study or research independent study must first make arrangements with a faculty member having expertise in the desired area. The student and instructor should agree on the course title, plan of study, objectives and expectations, as well as on the nature of the final product and evaluation criteria.
  2. The student submits the Independent Study Request Form (attached here) to the CMAC/ISS DGSA once the form is completed and has all necessary signatures. The form is due before the end of the drop/add period of the term in which the independent study is to be taken. If approved, the student will receive a permission number to register for the course.
-

## GRADUATE INDEPENDENT STUDY REQUEST FORM

**To the student:** Please read the attached policies and procedures, and consult with your instructor / supervising faculty member about course title, description, requirements and expectations. This form must be approved and signed by all necessary parties then submitted to the DUSA in the main office before the end of the drop/ add period.

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_ Unique ID: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Program: \_\_\_\_\_

Current Term / Year: \_\_\_\_\_

Type of Study:     Independent Study     Lab Practicum

Course Subject:     CMAC     ISS

Independent Study Level:     600     700    Lab Practicum Level:  I     II     III     IV

Title of Independent Study \_\_\_\_\_  
(to be listed on transcript; **limit 30 characters, including spaces**)

Supervising Faculty Member \_\_\_\_\_

Affiliation (dept or program) \_\_\_\_\_

Instructor (if different from Supervising Faculty Member) \_\_\_\_\_

Instructor Affiliation: \_\_\_\_\_

**On the following page (or attached sheet), please provide the following information:**

**1. Title and Description of Proposed Study:**

*Provide a one to two paragraph description of the proposed study, including topic, course goals, research / readings to be conducted. (The instructor and/or department or program may require a more detailed proposal, including a list of sources and bibliography, a rationale for independent study as opposed to regular course work, etc.)*

**2. Nature of the Final Product:**

*Describe the nature and length of the final product (e.g academic paper, artistic product, research report, etc.)*

**3. Scheduled Meetings and Work Expectations:**

*Provide information on frequency and length of meetings with instructor, and expected work commitments and/or timetables:*

**4. Grade to be based on:**

*Provide information on how your work in the course is to be evaluated.*

**Description of Independent Study; Final Product; Scheduled Meetings and Work Expectations; Grade Basis:**

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Student

**Approval Signatures:** *Please read attached policies and procedures on independent studies before signing*

\_\_\_\_\_ Date \_\_\_\_\_  
Supervising Faculty Member (print name) Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Instructor (print name) Signature  
\*If different from Supervising Faculty member

\_\_\_\_\_ Date \_\_\_\_\_  
Director of Graduate Program (print name) Signature

-----  
**FOR DGSA USE ONLY**

ASSIGNED COURSE: \_\_\_\_\_

ASSIGNED PERMISSION NUMBER: \_\_\_\_\_

DATE PROCESSED: \_\_\_\_\_