



REQUEST FOR INDEPENDENT STUDY

Office of the University Registrar

Please refer to the Requirements for Independent Study Courses on the reverse of this form

Semester/Year

Fall 20_____ Wintermester 20_____ Spring 20_____ Maymester 20_____ Summer 20_____

(Please Print - ALL fields are required)

Student ID	Last Name	First Name	MI	Date of Birth
Mailing Address		City, State, Zip	Phone Number	
TAMIU Email	Classification	College	Degree	Major / Minor

Course Request		
Crse (Ex: ENGL)	Crse No. (Ex: 1301)	Course Title

Reason for request (please print): _____

Are you enrolling at TAMIU during the same semester? Yes No
If yes, how many hours? _____ (NOT including this course)

Have you submitted an Application for Graduation? Yes No
If yes, for what term? _____

X _____
Student's Signature

To be completed by appropriate department faculty/college/university administrator.

X _____
Signature of Professor offering course - (attach copy of syllabus)

X _____
Signature of Professor who normally offers the course

X _____
Department Chair Signature

X _____
College Dean Signature

X _____
Provost Signature

Please note: Once all signatures have been obtained (if approved), you must submit this form, along with the syllabus and registration form to the Office of the University Registrar.

Registrar's Office Use Only

Received by: _____ Date: _____ / Processed by: _____ Date: _____ CRN: _____

Requirements for Independent Study Courses

- 1.) An Independent Study (IS) should be offered under exceptional circumstances, as determined by the chair of the department in question.
- 2.) The chair of the department is to determine whether or not the IS will be offered on the basis of the student's and the University's needs.
- 3.) Once the IS course is approved, the student has the responsibility to identify a faculty member willing to supervise the IS.
- 4.) Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships may not be taken as IS).
- 5.) Departments are discouraged from offering more than one IS per faculty member per semester. No student will take more than one IS course per semester. IS courses will be limited to seniors and graduate students.
- 6.) IS courses must include a syllabus reflecting the content of the IS. (This syllabus must be different from the syllabus used in the course being substituted by the IS.) The syllabus will include meeting times between individual faculty member and student, grade standards, a list of readings, examinations, and any other relevant activities required of the student.