

**SELECTION FORM
INDEPENDENT STUDY (899) and RESEARCH (800) ELECTIVES**

Please complete this form and obtain signatures of approval BEFORE registering. Return this form to the main office of the department that is administering the independent study or research elective, and submit a copy of this form to the Student Records Office.

Student Name _____

Student Phone # _____ Student E-mail _____

Student SID # _____

Number of Units _____ [Note: The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.]

Semester/Dates of Enrollment _____

Project/Faculty Advisor _____

Department _____

Title of Project _____

Estimated hours per week Student will spend on project _____

Estimated Project Advisor/Student contact hours per week _____

Estimated number of weeks project should take to complete _____

Description of project, including anticipated product detailing: (1) learning outcomes, (2) expected reading or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.

SIGNATURES:

Student _____ **DATE** _____

Project/Faculty Advisor _____ **DATE** _____

Dept Electives Director/Coordinator _____ **DATE** _____



Policies for Independent Study

Updated with policies & guidelines approved by UA Faculty Senate, 5/5/08

1. Determination of credit: The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.

2. The number of credits of Independent Study must lie within the approved credit range listed in the catalog course description.

3. The content of an Independent Study course must not significantly duplicate material offered in another course scheduled in the current semester; any exceptions must be approved by the Associate Dean for Admissions and Student Affairs.

4. For an Independent Study course, the instructor or project advisor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.

a. All proposal forms and project plans must be signed by the instructor and the student and filed in the department or program office prior to the start of the Independent Study.

b. At the end of the term, the instructor or project advisor must complete a record of the outcome for determining the Student's grade. The appropriate CoM student performance assessment form serves as the record of student outcome. This form, with the instructor's signature, should be filed in the department or program office and submitted to the College's Office of Student Records.

5. If a grade of Incomplete is awarded for an Independent Study course at the end of the term, another project advisor must be identified who agrees to evaluate the student's work, should the original project advisor become unavailable.

Guidelines for Independent Study

1. The student should have a specific proposal or project in mind when requesting an Independent Study course.

2. Students should enroll within the first three weeks of the Fall and Spring semesters. Students must complete the required 45 hours of course work per credit unit before the last day of the term.