1. A student who wishes to register for an independent study course must first prepare a course proposal in consultation with a faculty member that will serve as the instructor for the course. It should include the following information:

- A brief description of the course and its objectives
- A topical outline and list of reading assignments or bibliography
- A statement giving the course requirements and norms by which performance will be evaluated

2. After the above-mentioned information is submitted to the Graduate Business Programs office, it will be reviewed by the department chair, associate dean, and assistant director.

3. A student may not complete more than six credit hours in independent study coursework.

☐ I am requesting to complete an independent study course.

Title of the course: _______________________________________________________________

Number of credit hours: __________________________________________________________

Course objectives: ________________________________________________________________

Bibliography: _________________________________________________________________

Course Requirements: _____________________________________________________________

Please attach a separate document outlining your bibliography and course requirements.

Additional information:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Signature ___________________________________________ Date __________

FOR OFFICE USE ONLY

Approval Yes No __________________________ Suzy Hartmann __________________________ Date __________

Approval Yes No __________________________ Department Chair __________________________ Date __________

Approval Yes No __________________________ Dr. Mark Arnold __________________________ Date __________

Comments:

_____________________________________________________________________________

Updated: 30 July 2012