

# INDEPENDENT STUDY APPROVAL FORM

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## To register for independent study:

1. Complete this form and obtain signature of your instructor (if taking a graduate course, also obtain signature of Graduate Coordinator).
  2. Turn in completed form to your Department Office to (1) obtain signature of the Department Chair and (2) to obtain a permission number to register.
  3. Register for the course using the permission number. If you have not used a permission number before, your Department Office can assist.
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## Please print or type:

|                     |                       |                                |              |
|---------------------|-----------------------|--------------------------------|--------------|
| _____               | _____                 | _____                          | _____        |
| Date                | Student ID            | Last Name                      | First Name   |
| _____               | _____                 | _____                          | _____        |
| _____               | @mail.fresnostate.edu | Fall _____                     | Spring _____ |
| Student Email       |                       | Semester (enter semester term) |              |
| _____               | _____                 | _____                          | _____        |
| Subject/Catalog No. | Units (1 - 3)         | Supervising Instructor         |              |

## INDEPENDENT STUDY

## PERMISSION NO: \_\_\_\_\_

1. Check below in which sense the proposed independent study project conforms to Item 1 of the Regulations for Independent Study.  
 Desire to pursue information not covered in a regular course.  
 Desire to study a special area in greater depth than is given in a regular course.
2. Describe briefly the nature of the independent study project to be undertaken and, if possible at this time, the title of the paper:

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3. The above student has an overall grade point average of 3.0 or higher.

\_\_\_\_\_  
Signature of Supervising Instructor

\_\_\_\_\_  
Signature of Graduate Program Coordinator  
(only if required)

\_\_\_\_\_  
Signature of Department Chair

4. Although the above student lacks a 3.0 overall grade point average (current GPA is \_\_\_\_\_), it is my belief that he/she/they will benefit from this study.

\_\_\_\_\_  
Signature of Supervising Instructor

\_\_\_\_\_  
Signature of Graduate Program Coordinator  
(only if required)

\_\_\_\_\_  
Signature of Department Chair

# INDEPENDENT STUDY APPROVAL FORM

California State University, Fresno

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## Registration Procedures for Independent Study

- A. To be eligible to register, a student should have a 3.0 GPA. A student may attempt only 3 units of independent study per semester.
  - B. Read and follow regulations 5.1, 5.2 and 5.3 below.
  - C. Registration:
    1. Take completed form with supervising instructor's signature to your Department Office. Graduate Program Coordinator's signature is also required for graduate courses.
    2. You will receive a permission number after the Department Chair has signed your form.
    3. Register for your independent study course using the permission number provided. If you have not used a permission number before, your Department Office can assist.
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## Regulations for Independent Study

1. Independent study is offered to give the student experience in planning and outlining a course of study on the student's own initiative under departmental supervision. Independent study should deal with a special interest not covered in a regular course or with the exploration in greater depth of a subject presented in a regular course. In some departments, a 190 (upper-division) or 290 (graduate) course may be desirable preparation for the thesis or other advanced study. In addition, some departments have a 90 (lower-division) course.
  2. Maximum credit of 6 units in independent study (190) courses is allowed toward the bachelor's degree and maximum credit of 6 units in independent study (190 or 290) courses is allowed toward the master's degree. Credit is limited to a maximum of 3 units per semester. Under extraordinary circumstances more than 3 units of credit per semester may be allowed on petition to the Department Chair.
  3. To be eligible for independent study, a student should have an overall grade point average of 3.0 or higher. This requirement may be waived in exceptional cases, when approved by the Department Chair.
  4. Independent study projects must be supervised by regular, full-time faculty members.
  5. The following steps should be taken during the student's enrollment in independent study:
    - 5.1 Independent study forms and copies of the current regulations may be obtained from department or school offices.
    - 5.2 An eligible student desiring to register for a 190 or a 290 course must first obtain the consent of an instructor who will guide the project and the chair of the department in which the course is given. This approval form, indicating the nature of the project, must be completed and signed by the instructor and the department chair before registration can be completed. The signed form should be filed in the Department Office.
    - 5.3 A Student may register for a 90, 190, or a 290 course during registration appointment periods and open registration.
    - 5.4 When the independent study project is completed and a written report is submitted and approved, the instructor is responsible for submitting the grade.
  6. Supervision of an independent study project is the responsibility of the department. Departmental committees may be created for this purpose.
  7. Where a written report or paper results from an independent study project, a copy must be filed in the Department Office. The Department Chair may approve for placement in the college archives meritorious independent study papers submitted to him/her/them by the supervising instructor. Only the original copy needs to be presented for such approval.
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