

CALIFORNIA STATE UNIVERSITY, FRESNO
Department of Political Science - College of Social Sciences

Student: To register for Supervision courses, complete this form, obtain the signatures of your instructor and the department chair, and then return this form to the department office where you will be given the schedule number. To complete your registration, follow the procedure to add through the S.T.A.R. system.

Semester _____

Independent Study Supervision Courses

PL SI 190, 191, 290/GPA 290 (Circle one)

Independent Study _____ Number of Units: _____

_____ Course # _____ Permission # _____

Topic: _____

NAME (Last name first - please print) _____ DATE _____

SOCIAL SECURITY NUMBER _____ EMAIL ADDRESS _____

STUDENT I.D. NUMBER _____

ADDRESS _____ CITY/STATE _____ ZIP CODE _____

TELEPHONE _____

SIGNATURE OF SUPERVISING INSTRUCTOR _____

SIGNATURE OF DEPARTMENT CHAIR _____

Independent Study Information

at California State University, Fresno

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. Early Registration
 - a. Sign up in the department office for a specific instructor and units and complete the Independent Study Approval Form.
 - b. Fill in the proper schedule number on the Early Registration Form.
 - c. Turn in the Early Registration Form and pay the fees.
 2. Walk-through or Late Registration
 - a. Sign up in the department office for a specific instructor and units and complete the Independent Study Approval Form.
 - b. Obtain signature on the Add/Drop Form from the department chair before instruction begins and from the instructor after instruction begins.
 - c. Turn in Registration Form and pay the fees.

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.
2. 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.
3. 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.
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 of the department chair in which the course is given. The attached 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 190 or a 290 course during early registration, walk-through registration or during the first two weeks of instruction. Late registration is permitted only with the consent of the department chair, but in no case may registration be permitted after the end of the fourth week of the semester without the approval of the school dean and the director of admissions and records.
 - 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 to the Admissions/Records Office on the grade sheet provided for this purpose.
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 by the supervising instructor. Only the original copy needs to be presented for such approval.