

**Application for:**

**Independent Study (n991)**     **Independent Research (n995)**     **Directed Study (n992)**

Undergraduate

Graduate

*This form may not be submitted electronically.*

*Questions about this policy and procedure may be directed to the Office of the Registrar, 303.871.3897*

Student Number: \_\_\_\_\_ Name: \_\_\_\_\_

***I request permission to enroll in the following course:***

Name of Instructor: \_\_\_\_\_ Subject/Course #: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Title of Project: \_\_\_\_\_

*(limit 30 characters for permanent record)*

**STUDENT SIGNATURE**

*I have read all the requirements and regulations listed on the back of this form.*

\_\_\_\_\_ Date

**REGISTRAR CERTIFICATION**

*(Undergraduate Independent Studies only – completed by Registrar’s Office Staff)*

Cumulative grade point average \_\_\_\_\_

Total hours of credit at DU \_\_\_\_\_ *(for DCB independent study only)*

Total hours of credit \_\_\_\_\_

Independent Study hours earned to date \_\_\_\_\_

**UNDERGRADUATE SIGNATURES**

Registrar \_\_\_\_\_ Approved/Denied

Instructor \_\_\_\_\_

Chairperson/Director \_\_\_\_\_

Dean \_\_\_\_\_

*(Needed only in cases designated “exceptions”)*

**GRADUATE SIGNATURES**

Instructor \_\_\_\_\_ Approved/Denied

Advisor \_\_\_\_\_

***Return completed form, with all required signatures, to the Registration Office, University Hall Garden Level.***

*For Office Use Only*

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Received by: \_\_\_\_\_

Processed By: \_\_\_\_\_

CRN: \_\_\_\_\_

## Independent Study

Independent study provides opportunities for the capable student to do special work under individual supervision in areas not covered by class offerings. Undergraduate students should demonstrate qualities necessary for interested and intensive inquiry. The topic and outline must be agreed upon by the student with the approval of the instructor and department concerned. The following policies apply:

- Independent study projects (3991 undergraduate, 4991 master's, 5991 doctoral) appear on the student's transcript with the specific topic as the course title.
- Academic grades (A-F) are assigned.
- Projects must be undertaken within the academic term in which they are registered.
- The student must be in academic good standing (e.g., 2.0 GPA for undergraduates, 3.0 GPA for graduate students). ***Undergraduate students taking business independent studies must have junior standing, a minimum 2.4 GPA, and have completed at least 45 quarter hours at the University of Denver.***
- Independent study may not be taken instead of, or to modify a regular course offered by a department.
- Undergraduate students obtain applications for Independent Study from the Office of the Registrar. Graduate students obtain applications from the Office of Graduate studies or their academic unit. Partial applications will not be processed.
- Registration after published registration dates is not permitted.
- Independent studies must be at least one credit hour and generally do not exceed five hours. Undergraduates may apply a maximum of ten quarter hours toward degree requirements (except students in the honors program).
- The responsibilities of the instructor of record are: a) see that the grades are submitted; b) approve the course of study; c) approve the credentials of other faculty involved; d) agree to assume responsibility if problems arise.

## Independent Research

Independent Research opportunities are available to students for dissertation and thesis research or other independent research. The following policies apply:

- Independent research projects (course numbers generally ending in 995) appear on the student's transcript with the specific topic as the course title.
- On successful completion of the project or on its termination by request of the department, the research adviser will record a final grade. The department may use the A-F grading system in evaluating the research or record 'P' (pass) or 'F' (fail).
- Projects must be undertaken within the academic term in which they are registered.
- Students obtain applications from their academic department. Partial applications will not be processed.
- The responsibilities of the instructor of record are: a) see that the grades are submitted; b) approve the course of research; c) approve the credentials of other faculty involved; d) agree to assume responsibility if problems arise.
- Registration after published registration dates is not permitted.

## Directed Study

A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that term. Directed studies are approved under extenuating circumstances to provide an opportunity to complete a required course. The following policies apply:

- Directed studies must be approved by the instructor and department concerned.
- Directed study courses (1992, 2992, 3992, 4992, 5992) appear on the student's transcript with the specific course title.
- Projects must be undertaken within the academic term in which they are registered.
- There can be no change in the basic content of the course. In particular, this means the level, subject code, description, title, grading policy (A-F, P/NP), credits, and course content cannot differ from the permanent course.
- Directed studies use the same forms and processes as independent studies. Partial applications will not be processed.
- Registration after published registration dates is not permitted.
- The responsibilities of the instructor of record are: a) see that the grades are submitted; b) see that the material is presented in full in a timely manner; c) approve the course of study; d) approve the credentials of other faculty involved; e) agree to assume responsibility if problems arise. The faculty member must have taught the permanent course or a related course prior to teaching a directed study.