

**INDEPENDENT STUDY POLICIES AND PROCEDURES**

- An Independent Study is an opportunity for qualified students to develop, in consultation with their advisor and a qualified instructor, a meaningful study experience that does not duplicate a course offered by the University of New England.
- Registration deadlines for Independent Studies follow the add/drop dates and policies published in the University Calendar.
- It is the responsibility of the student to obtain all applicable signatures and turn the form in to their Academic Dean's office for review and approval. If approved, the Academic Dean will forward the paperwork to the Registrar's Office for processing.

**STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ PRN: \_\_\_\_\_

Email Address: \_\_\_\_\_ Earned Hours: \_\_\_\_\_ Campus: Biddeford      Portland

**SECTION I: QUALIFICATIONS**

To qualify for an Independent Study, the student must meet all of the following conditions:

- The student has achieved Junior standing (at least 57 earned credit hours).
- The student has a cumulative GPA of 2.50 or better.
- The student has consulted with his/her advisor and proposed instructor.
- The student/instructor has attached a detailed, approved proposal for the Independent Study. (*Attach: Course syllabus that includes learning outcomes, methods of evaluation, meeting days and times, and a plan of study*)
- The form with the attached, approved proposal must be received by the Registrar's Office no later than 2 weeks prior to the term in which the Independent Study is to be done. *Note that college/program deadlines for completion of this paperwork may be earlier.*

**SECTION II: COURSE INFORMATION**

Course Subject (ex. BIO): \_\_\_\_\_ Course Number (ex. 397): \_\_\_\_\_  
(Academic/Program Directors will assign 397/497, depending on the level of the course)

Course Title: \_\_\_\_\_ Grading: Pass/Fail      Letter Grade      Credits: \_\_\_\_\_

Semester (Fall, Spring, Summer): \_\_\_\_\_ Year: \_\_\_\_\_

Faculty Information: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION III: INDEPENDENT STUDY APPROVAL** (Font signature NOT accepted)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Approves attached proposal and verifies that the above conditions have been met)

Faculty/Instructor Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Indicates willingness to teach the proposed Directed Study Course)

Academic/Program Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Approves instructor and authorizes the Registrar's Office to create the proposed Directed Study Course)

Academic Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_