## Independent Study Authorization Form

### STUDENT INFORMATION

- **Name:** (Last, First, M.I)
- **Student ID #:** N______________ _______ _______ _______ _______

### INDEPENDENT STUDY INFORMATION

- **Term & Year:** (check & write year)
  - Fall
  - Spring
  - Summer
- **Year:** ______
- **No. of Credits:** (check)
  - 1.5
  - 3.0
- **Department:**

**Brief Description of Independent Study:**

### SIGNATURES (must have all signatures prior to submission)

- **Student Signature:**
- **Date:**
- **Professor Name:**
- **Signature:**
- **Date:**
- **Dept. Chair Name:**
- **Signature:**
- **Date:**

### IMPORTANT GUIDELINES FOR INDEPENDENT STUDY

- Independent studies are for Stern MBA students only.
- Independent studies projects should be sponsored by Stern full-time faculty only. Any exceptions to the above policy should be made by the academic dean of the program in which the student is enrolled.
- Independent studies are voluntary for both faculty and student.
- Independent studies require a written proposal of study prepared by the student and signed by the faculty. The proposals will be presented to the department chair and require his/her written approval.
- Independent study courses are intended to allow students to study material not included in courses at Stern, as a complement to carefully designed programs of study.
- Independent studies may be for one and one-half (1.5) or three (3) credits, depending on the workload. A three (3) credit independent study should have an intellectual load equivalent to a regular, three (3) credit course, as determined by the faculty.
- Independent study courses must be completed within the semester of registration, unless the instructor approves an Incomplete (IP or IF) thereby granting a one (1) semester extension for the completion of course work.
- A grade should be assigned at the completion of the study.
- The maximum number of credits from all independent studies should not exceed three (3) credits for any given student.
- Independent studies do not involve course credit for the volunteer instructor.
- Independent studies may not be used to give credit for work experience alone, including paid or unpaid internships.
- Students are not eligible for independent study in their first semester.
- Independent studies are only allowed on elective course work.
- Upon approval by the department chair, the faculty must forward this form to the Office of Records & Registration.

### OFFICE USE ONLY

- **Processed Date:**
- **Course Number:**
- **Copy to Advising (date):**