



# Independent Study Authorization Form

STUDENT INFORMATION	
Name: (Last, First, M.I)	Student ID #: <b>N</b> _____

INDEPENDENT STUDY INFORMATION		
Term & Year: (check <input checked="" type="checkbox"/> & write year) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	No. of Credits: (check <input checked="" type="checkbox"/> <input type="checkbox"/> 1.5 <input type="checkbox"/> 3.0	Department:
Brief Description of Independent Study:		

SIGNATURES <i>(must have all signatures prior to submission)</i>		
Student Signature:		Date:
Professor Name:	Signature:	Date:
Dept. Chair Name:	Signature:	Date:

IMPORTANT GUIDELINES FOR INDEPENDENT STUDY	
<ul style="list-style-type: none"> <li>▪ Independent studies are for Stern MBA students only.</li> <li>▪ 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.</li> <li>▪ Independent studies are voluntary for both faculty and student.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ A grade should be assigned at the completion of the study.</li> <li>▪ The maximum number of credits from all independent studies should not exceed three (3) credits for any given student.</li> <li>▪ Independent studies do not involve course credit for the volunteer instructor.</li> <li>▪ Independent studies may not be used to give credit for work experience alone, including paid or unpaid internships.</li> <li>▪ Students are not eligible for independent study in their first semester.</li> <li>▪ Independent studies are only allowed on elective course work.</li> <li>▪ Upon approval by the department chair, the faculty must forward this form to the Office of Records &amp; Registration.</li> </ul>	

OFFICE USE ONLY		
Processed Date: _____	Course Number: _____	Copy to Advising (date): _____