



Independent Study Authorization Form

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

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"> 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 desi 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): _____