

## Independent Study Authorization

| STUDENT INFORMATION   |  |                              |
|---|--|------------------------------|
| Name: (Last, First, M.I.)   |  | Student ID #: <b>N</b> _____ |
| INDEPENDENT STUDY INFORMATION   |  |                              |
| Term & Year: (check <input checked="" type="checkbox"/> & write year)                                     | No. of Credits: (check <input checked="" type="checkbox"/> ) | Department:                  |
| <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____ | <input type="checkbox"/> 1.5 <input type="checkbox"/> 3.0    |                              |
| 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 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.
- 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 (Attn: Kerri Gerson).

#### OFFICE USE ONLY

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

Course Number: \_\_\_\_\_

Copy to Advising (date): \_\_\_\_\_