

Independent Study Authorization

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 (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: Michael Umbay).

OFFICE USE ONLY

Processed Date: _____

Course Number: _____

Copy to Advising (date): _____