



College of Liberal Arts & Social Sciences  
**SCHOOL OF COMMUNICATION**  
**COM 496: INDEPENDENT STUDY APPLICATION**  
**POLICIES AND PROCEDURES**

The following policies and procedures apply to both student and faculty involved in Independent Study:

1. The initiative must come from a student with junior or senior status; faculty members normally will not initiate an individualized learning project; in fact, by definition, it is not a “course”, but a means of providing for learning situations impossible in a normal “course”.
2. The student should have a reasonable and well-thought-out project or proposal in mind **before** contacting a possible faculty sponsor. The student must present this proposal in writing to the faculty member with whom he/she wishes to work, as a draft on a separate sheet, along with the “Application for Independent Study”. **If the student’s independent study requires any University resources (e.g., equipment, space, etc.), approved Equipment and/or Facility forms must be attached to the application to obtain pre-approval from the School of Communication’s Director. Do note that the use of University resources will require a fee that must be paid by the student.**
3. “Independent Study” is what its name implies; it is not to be considered a tutorial class. The faculty member’s function is solely to guide, criticize and evaluate the student’s work; it is up to the student to formulate a project which he/she is capable of completing independently.
4. The student must find an approved faculty member interested in the proposal and willing to work with him/her. The student can register for an independent study project only with permission of the sponsoring faculty member, and that will be given only upon presentation of an “Application for Independent Study” to sponsoring faculty member.
5. Individualized learning is a matter of personal negotiation and agreement between faculty member and student. No faculty member is obligated to accept a student on such a basis, and a student accepted can demand no more than one hour per week of the cooperating faculty member’s time.
6. Student and faculty member must discuss and agree upon prerequisites, work demanded, and the amount of credit to be earned before the faculty member signs the “Application for Independent Study”.
7. A student who cannot complete the agreed-upon project within the semester for which he/she is registered will receive an “incomplete” grade subject to the usual conditions. Additional time for completion may be requested only with the instructor’s approval.
8. Final grades will be filed by the cooperating faculty member upon completion of the independent study projects.
9. Upon completion of the independent study, a copy of the end product is filed in the sponsoring faculty member’s office. This may take the form of a term paper or a statement that the project was completed (if, for example, it is a tape recording or some other creative non-print piece).

Six (6) independent study credit hours may be counted toward the overall university degree requirements. Only three may count towards some School of Communication major requirements. Check with your Major Academic Advisor for more information.



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**COM 496: INDEPENDENT STUDY**  
**APPLICATION**

**IMPORTANT INSTRUCTIONS**

Before completing this form, be sure you have read CAREFULLY "Independent Study Policies and Procedures".

This application must be completed and signed by the approved cooperating instructor and appropriate Division Director, accompanied by your description of the project. If the student's independent study requires any University resources (e.g., equipment, space, etc.), approved Equipment and/or Facility forms must be attached to the application to obtain pre-approval from the School of Communication's Director. Do note that the use of University resources will require a fee that must be paid by the student. Return completed application to the School of Communication's Main Office located in MU 233. Students will be allowed to register once permission is entered into the system. The application and description will then be returned to the instructor to be retained in their files. A copy of page 2 of this application will be kept on file in the School of Communication.

**PART 1: STUDENT**

Name: \_\_\_\_\_ CSU I. D.# \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Telephone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Semester / Yr.: \_\_\_\_\_ Major \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Section Number: \_\_\_\_\_  
(To be assigned)

**On the next page please describe your project in detail. Remember that the ability to formulate your project coherently and in detail is a necessary prerequisite to any individualized learning experience. The description should include the texts or readings to be done, the agreed upon prerequisites, results agreed upon (paper, report, materials prepared).**

Will University resources be required for this independent study?  Yes  No

If yes, pre-approval of this independent study is required by the School of Communication Director. Please submit this application along with your project in detail, which must include **all** resources needed, to the School of Communication Coordinator's Office located in MU 229. Do note that resources may require fees.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 2: APPLICATION APPROVALS**

\_\_\_\_\_  
**School of Communication Director Signature**  
(Only required if independent study requires university resources)

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Cooperating Instructor's Signature**  
I have agreed to supervise the Independent Study project described on the attached sheet(s). Any reservations I have covering it are noted on the back of this page. I will retain the completion report and copy of the graded project.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Major Academic Advisor Signature**

\_\_\_\_\_  
Date

**PROJECT DESCRIPTION IN DETAIL:** (If more space is needed attach additional pages)

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**PART 3: INSTRUCTOR'S REPORT**

Student's Name: \_\_\_\_\_

Student I. D. #: \_\_\_\_\_ Term: \_\_\_\_\_  
(semester / year)

The student named above has completed the Independent Study project \_\_\_\_\_ .  
described above and should receive the grade of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_