Independent study enables a student to pursue for course credit individual interests under the supervision of a faculty member.

**Procedure:**
1. Students wishing to register for an independent study must first make arrangements with a faculty member having expertise in the desired area. The student and supervisor should agree on the course title, plan of study, objectives and expectations, as well as on the nature of the final product and evaluation criteria. This plan needs to be approved by the Head of Department of the Supervisor.
2. The student submits the Independent Study Permission Form to the Vice Rector for final approval before the end of the drop/add period of the term in which the independent study is to be taken. If approved, the student can register for the course.
3. This form must be approved and signed by the supervising faculty member, and submitted to the Vice Rector.
4. Once approved by the Vice Rector, the form is to be submitted to the Academic office for processing and record keeping.

**Student’s Information**
Name: _______________________________ Roll No: ____________
Student’s email ID: ______________________ Phone: ______________________

**Independent Study Course**
Course Code: ____________________ Term for Independent Study: __________________

**Supervisor’s Information**
Instructor Name: __________________________ Department Name: ________________
1. Title and Description of Proposed Study:
Provide a one to two paragraph description of the proposed study, including topic, course goals, research / readings to be conducted. (The instructor and/or department or program may require a more detailed proposal, including a list of sources and bibliography, a rationale for independent study as opposed to regular course work, etc.)

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2. Nature of the Final Product: Describe the nature and length of the final product (e.g. academic paper, artistic product, research report, etc.)
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3. Scheduled Meetings and Work Expectations: Provide information on frequency and length of meetings with instructor, and expected work commitments and/or timetables:
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4. Grade to be based on: Provide information on how your work in the course is to be evaluated.

Description of Independent Study; Final Product; Scheduled Meetings and Work Expectations

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Signature of Student

Date

Approvals:

Signature of Supervising Faculty Member

Date

Signature of Head of Department of Supervisor

Date

Signature of Vice Rector

Date

This section is to be filled in by the Academic Office

Processed by: _______________________________ Date: ________________