Office of Graduate Programs | SGMH4210 | (657) 278-2898
INDEPENDENT STUDY FOR GRADUATE STUDENTS

Independent Study offers a unique opportunity for a graduate student to pursue advanced research on a topic of special interest under faculty guidance. In order to have the appropriate background for such research, most required courses and at least some of the available electives must be complete first. Each department may require various prerequisites before approving an independent study. For graduate credit (599) the proposed study should be appropriately more advanced than for senior level credit (499). Also, independent study is not open to students on academic probation.

This form must be completed and approved before commencing independent study. No more than six units of independent study may be applied to the study plan.

Student Name:	CWID #:
Address:	Phone:
	Master's Program:
Email Address:	
Department:	Concentration:
Departmental Schedule Number:	Semester/Year Enrolling:

SECTION I: Type of Independent Study:

GENERAL INDEPENDENT STUDY OPTIONS*: Mark one box only:*
☐Acct599 ☐Econ599 ☐Fin599 ☐ISDS599 ☐Mgmt599 ☐Mktg599

RESEARCH INDEPENDENT STUDY OPTIONS: *Mark one box only:*
☐Acct599 ☐Econ599 ☐Fin599 ☐ISDS599 ☐Mgmt599 ☐Mktg599

SECTION II: How Elective Will Be Used: (*mark one box only*)
☐ To be used as an elective in my study program. A copy of your *Elective Approval Sheet* "must" be attached. (*MBA generalist's obtain approval from graduate advisor.*)
☐ An extra course that is ***not*** part of your study plan.
☐ In "extraordinary" situations an Independent Study may be taken in lieu of a required course that is not being offered. A copy of your signed *request for change in study plan* "must" be attached.

SECTION III: Description of proposed independent study *"must"* be attached, according to the Guidelines for Graduate Independent Study in CBE.

Topic:

Signature of Student: _____ Date _____
Signature of Faculty: _____ Date _____
Signature of Department Chair: _____ Date _____
Signature of CBE Graduate Advisor: _____ Date _____

ALL signatures MUST be obtained before Departmental permit to register may be granted.

GUIDELINES FOR GRADUATE INDEPENDENT STUDY IN CBE

A. Graduate study plans may include a maximum of six units of independent study.

B. Independent study may be used as an elective. It is required that the elective have prior approval before enrolling. (*elective approval sheets can be found online*)

C. Graduate students with independent study shall enroll for 599 courses.

D. Independent study "must" be approved by the instructor, the department chair, and the graduate advisor (the CBE Associate Dean of Graduate Programs or Graduate Advisor).

E. Independent study for graduate study plans "may" be approved if either of the following apply:

    1. A particular student's situation is best served by, and a strong case can be made for, including independent study as an elective in place of a regular course elective.
    2. A regular scheduled course which is on the study plan is cancelled, no reasonable regular course substitute exists, postponement will unduly impede timely completion of the program, and independent study is used to fulfill the curricular content of the cancelled course.

F. Petition for independent study, in addition to providing a justification for inclusion of independent study in the study plan, must provide a detailed study proposal. This proposal essentially constitutes a contract between the instructor and the student.

G. The proposal must clearly document that the independent study does in fact constitute work worth the units of graduate credit requested (3units are required).

H. The proposal should include at least the following:

    1. An abstract or general overview of the study
    2. Detailed outline of the study
    3. Description of type of study (e.g.: directed literature survey and summary reports, field study and report, tests of hypotheses, directed research topic)
    4. Timetable for completion of components and final report
    5. Criteria for evaluating performance
    6. Research design if appropriate
    7. Description of methodology if appropriate
    8. Statement of hypothesis if appropriate
    9. A complete list of required reading if appropriate
    10. A bibliography of relevant literature if appropriate

I. The proposal shall be signed by the student and the instructor. It is an integral part of the petition for independent study, and on approval shall be included in the student's file.