

3. PREPARATION (Relevant course work, reading, work experience, etc.)

4. WORK TO BE COMPLETED

(a) Type and amount of reading, writing, lab work, etc.)

(b) Estimated contact hrs per week
with instructor: _____

(c) Deadline for submitting work
for final evaluation: _____

5. EVALUATION PROCEDURE (Basis of grade assignment)

Student's Signature _____ Phone _____

APPROVALS

_____/_____
Signature of Faculty Supervisor Date

_____/_____
Director of Undergraduate Studies Date

Faculty Supervisor's Name - Printed

UG Director's Name - Printed

DISTRIBUTION

The faculty supervisor should e-mail the completed form to the Director of Undergraduate Studies (Karl Olson; Olsonla@msu.edu). After approval by the Director, the application will be uploaded to the student's Electronic Student Academic Folder (ESAF) and the student will be enrolled in the course by the Undergraduate Office (i.e. L. Seischab and B. Bird).

Revised May 2020

MICHIGAN STATE UNIVERSITY

GUIDELINES AND APPLICATION FOR INDEPENDENT STUDY

DEFINITION

At Michigan State University, Independent Study is planned study, highly individualized, not addressable through any other course format, proposed in writing by the student on a standard form, accepted for supervision by a faculty member, and approved by the student's academic adviser and the teaching unit at the beginning of the semester.

GUIDELINES

Independent Study should:

1. Consist of work not described in the University catalog in any other format;
2. Be taken under a course number commensurate with the student's class level, major field, and experience;
3. Relate to a subject for which the student has adequate preparation;
4. Be directed by a faculty member with whom there is a periodic contact and consultation throughout the study;
5. Not exceed eight semester hours of credit in a single semester;
6. Not exceed 10% of the credits earned in a bachelor's program;
7. Be applied for on the form provided by the University, or any equivalent departmental or College form;
8. Be approved on this form before the student enrolls for the course.

APPLICATION AND ENROLLMENT

Please complete the form on the reverse side, obtaining indicated approvals and necessary overrides before enrollment for the course: