INDEPENDENT STUDY PROPOSAL

FALL  SUMMER  SPRING  20_____  Student ID:__________________________

STUDENT NAME:____________________________________________________

PHONE:____________________  Email:______________________________

SPONSORING INSTRUCTOR:_________________________________________________________________________________

• Use this form to enroll in A46 281 through A46 782 for a 1, 2, or 3-credit independent study. 3-credit proposals are discouraged and require a special project to be approved.

• Students must submit a 300-word proposal outlining the topic of the proposed study. This proposal should include a work program and (if appropriate) a bibliography of readings. As a rule, an independent study should require the following time commitment:
  o 1 credit – 30 hours
  o 2 credits – 60 hours
  o 3 credits – 90 hours

• Independent study proposals must be approved by a student’s sponsoring faculty member, his/her advisor, and the Chair of his/her program. If the sponsoring faculty, advisor, and Chair are the same person, the approval of the Dean of the College and Graduate School of Architecture is required. Proposals submitted by students outside of the Sam Fox School must receive the approval of the Dean.

• Sponsoring faculty should meet with the student at least once every two weeks during the term and offer comments on how the work is proceeding. A midterm paper or project should be submitted for a provisional grade, and all independent study work should be completed by the end of the semester.

• Approved proposals must be submitted to the Sam Fox Registrar (located in Bixby 1) by the Course Add deadline (usually the second week of class). Proposals submitted to the Registrar past the deadline will not be considered.

• Independent study courses cannot replace architecture design studios or other required courses.

• Freshman and sophomore undergraduate students may not register for more than one (1) independent study credit per semester.

• Graduate students cannot enroll in an Independent Study if it causes their total enrollment to exceed the credit limit (16 credits for graduate students) without submitting an approved Petition to Exceed Maximum Credit Load (form available in Givens 105).

ATTACH STUDY PROPOSAL TO THIS DOCUMENT

SIGN ON REVERSE PAGE
INDEPENDENT STUDY PROPOSAL

I agree to sponsor the Independent Study Project attached for _______ unit(s).

INSTRUCTOR’S APPROVAL: ____________________________________________
DATE: ____________________________

ADVISOR’S APPROVAL: ________________________________________________
DATE: ____________________________

CHAIR’S APPROVAL: ________________________________________________
DATE: ____________________________

STUDENT SIGNATURE: ________________________________________________
DATE: ____________________________

The attached proposal must be signed by the sponsoring faculty member, advisor, and Chair, and submitted to the Sam Fox Registrar’s Office (Bixby 1). It is the responsibility of the student to obtain the necessary signatures and submit the proposal.