



Scheduling & Publications Office

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## INDEPENDENT STUDY FORM

**Students must keep copies of all supporting documents for independent study courses.** It is the student's responsibility to ensure that this form is fully completed and submitted by the independent study deadline to the Office of the Registrar in the University Center. **This form will not be processed unless it is complete with all signatures and submitted by the deadline.** Allow five business days for processing. For dates and deadlines, go to [www.uaa.alaska.edu/records/calendar.cfm](http://www.uaa.alaska.edu/records/calendar.cfm).

Semester: Fall  Spring  Summer  Year \_\_\_\_\_

Name (print) Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Student ID \_\_\_\_\_ Contact Email or Phone \_\_\_\_\_

Independent study checklist:

1. Be in a degree program – students registering for a directed study course must be active in a degree program.
2. Determine course—course must differ significantly from any catalog course and may not be duplicate of any existing courses.
3. Obtain instructor (regular or term faculty member only) and dean/designee approval and signatures.
  - a. Instructor must provide a syllabus explaining course objectives and how student will be graded.

An independent study (A\_97) is a course consisting of topics or problems chosen by the student with the approval of the department concerned, supervision by a regular or term faculty member, and final approval by the dean/director.

**Independent study courses are not duplications of and must differ significantly from any catalog course.**

(See UAA Catalog for full definition and policies at <http://catalog.uaa.alaska.edu/academicstandardsregulations/courseinformation/>)

Prefix \_\_\_\_\_ A\_\_97 \_\_\_\_\_ Title (limit 25 characters) \_\_\_\_\_ Credits \_\_\_\_\_

Select one: Online/Distance Course (eLearning fees may apply)  or Face-to-Face Course (On campus fees may apply)

Will this course use on-campus resources? Yes  No  Grade Mode: A-F  or Pass/No Pass

Does this independent study course have an approved course fee? Yes  No  If yes, Fee Amount: \_\_\_\_\_

(If you are not sure, contact Financial Services at [uaa\\_finsys@alaska.edu](mailto:uaa_finsys@alaska.edu))

*I certify that the student has met all prerequisites for the above course.*

Instructor Printed Name \_\_\_\_\_ ID \_\_\_\_\_ (required)

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

I request permission to register for a directed study course. I understand that if approved I will be automatically registered for this course and assessed appropriate tuition and fees which must be paid by the published deadline. I understand that if there are holds on my account, my registration will not be processed.

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