GRADUATE INDEPENDENT STUDY REQUEST FORM
Trinity College of Arts & Sciences

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

Policies:
The following policies apply to both types of independent study:

1. Approval process—Preliminary approval: The independent study must be approved by the instructor(s) involved as well as by the Director of Graduate Studies in the relevant department or program. If the independent study is offered by a certificate program, approval is required by the Certificate Program Director. Final approval: The final approval is up to the discretion of the Director of Graduate Studies or Certificate Program Director and occurs after all submitted independent studies applications have been reviewed.

2. Faculty appointment—The instructor of record (supervising faculty member) must hold a regular rank faculty appointment at Duke within the department or program sponsoring the independent study. In some cases, there may be an additional instructor who mentors the bulk of the independent study and holds an appointment outside the sponsoring department or program. If this is the case, the supervising faculty member is responsible for submitting the final grade, and ensuring that the instructor adheres to academic standards, policies, and procedures pertaining to graduate students of Duke University.

3. Non-Regular Rank Faculty/Staff- NRR Faculty and Staff have restrictions on the number and types of independent studies they can have with students. Please check with department staff and with the DGS to ensure your independent study is allowed.

4. Course Content / Quality—The independent study must provide a rigorous academic experience equivalent to that of any other graduate Duke course. Independent study courses may not duplicate available course offerings in the semester or summer term in which the independent study is being taken, nor may independent study be used simply to provide low-level support for other projects or to observe or shadow the work of others.

5. Final product—The student will produce a final academic and/or artistic product to be completed during the semester for which the student is registered for the course.

6. Grading—The instructor will evaluate the work, including the final product, associated with the independent study, and submit a grade by the end of the semester. If the instructor is someone other than the supervising faculty member, the instructor will consult on the final grade with the supervising faculty member from the sponsoring department or program, who will submit the final grade.

Procedures / Student Responsibilities:

1. Make arrangements with a faculty member having expertise in the desired area. The student and instructor 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.

2. Submit the Independent Study Permission Form (attached here) to the Director of Graduate Studies or for preliminary approval and their signature.

3. Once the form is completed with all applicable signatures, the student submits it via email to the DUSA (Director of Undergraduate Studies Assistant) by 12:00 PM on the last day of registration for the term in which the independent study is to be taken. Review the Office of the University Registrar’s Academic Calendar for the exact date.

4. If approved, the student will receive a permission number to register for the course by the end of business on the third day of the drop/add period. If the student does not receive the permission number, they must contact the DUSA in the AAHVS office.

5. The student must then register using the permission number before the final drop/add deadline. Review the Office of the University Registrar’s Academic Calendar for the exact date.

1 For policies and procedures related to independent study in Study Abroad programs, see Duke Abroad Handbook.
GRADUATE INDEPENDENT STUDY REQUEST FORM

| Assigned Course #: __________________ | Term: ________________ | DSV Submitted: __________________ |
| Permission #: __________________ | Title Added: __________ | Student Notified: __________________ |

To the student: Please read the attached policies and procedures, and consult with your instructor / supervising faculty member about course title, description, requirements and expectations. This form must be approved and signed by the supervising faculty member, the instructor (if different from supervising faculty member), and the Director of Undergraduate Studies or Certificate Program Director. Then it should be scanned and submitted via email to the Director of Undergraduate Studies Assistant by noon on the last day of the registration period. Late forms will not be considered.

Student Name: __________________ Date ________________
Email: __________________ Unique ID: __________________
Graduation Year: __________________
Program: __________________
Current Term / Year __________________

Type of Study:  
- Independent Study  
- Research/Lab Practicum  
- Thesis

Course Subject:  
- ARTHIST  
- ARTSVIS  
- VMS  
- HCVIS  
- CMAC

Independent Study Level:  
- 600  
- 700

Title of Independent Study __________________
(to be listed on transcript; limit 30 characters, including spaces)

Supervising Faculty Member __________________
Affiliation (dept or program) __________________
Instructor (if different from Supervising Faculty Member) __________________
Instructor Affiliation: __________________

On the following page (or attached sheet), please provide the following information:

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.)

2. **Nature of the Final Product:**
   Describe the nature and length of the final product (e.g academic paper, artistic product, research report, etc.)

3. **Scheduled Meetings and Work Expectations:**
   Provide information on frequency and length of meetings with instructor, and expected work commitments and/or timetables:

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; Grade Basis:

Signature of Student

Approval Signatures: Please read attached policies and procedures on independent studies before signing

Supervising Faculty Member (print name)  ____________________________  Date ____________

Signature

Instructor (print name)  ____________________________  Date ____________

Signature

*If different from Supervising Faculty member

Director of Graduate Program (print name)  ____________________________  Date ____________

Signature