

**SPECIAL COURSE APPROVAL FORM**

(Undergraduate Students Only)

Please Type or Print Clearly:

---

**Please check the appropriate box indicating the type of course:**

Independent Study    Individual Study    Instructional Asst.    Research    Thesis or Dissertation  
Study Abroad    Other: \_\_\_\_\_

(If this is an internship, do not use this form. Students should contact the department for instructions on how to begin the approval process for an internship.)

---

**Student Information:**

Banner ID: \_\_\_\_\_  
Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Student ASU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

---

**Course Information:**

Term:    Fall    Spring    Summer I    Summer II    Year: \_\_\_\_\_    Please Select Campus:  
Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_    Main Campus  
Course Title: \_\_\_\_\_    Distance Education  
Course Meeting Dates: \_\_\_\_\_    Signature  
Course Meeting Days and Times: \_\_\_\_\_    Date: \_\_\_\_\_  
*(required for 3520 courses only)*  
Instructor Signature: \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Instructor ASU Email: \_\_\_\_\_

---

**Required Signatures:**

Student: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
College Dean: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(or Authorized Designee)*  
Graduate School Dean: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Graduate Students only)*

**Registrar's Office Use Only:**

CRN: \_\_\_\_\_ Section Number: \_\_\_\_\_ Total Registered Hours After Course Added: \_\_\_\_\_  
Added to Student's Schedule by: \_\_\_\_\_ Date: \_\_\_\_\_

**For Undergraduate Students**  
Please return form to:  
The Deans/Advising Office of  
the course for further  
processing.

**For Graduate Students**  
Complete the online  
form here.

## Guidelines for Independent Study Courses

Independent Study is a special course, not listed in the regular curriculum, in which the student designs a project and then pursues it under the guidance of an instructional staff member who serves as a consultant for the student during the course of study. The faculty member who will direct the student's work, the chairperson, and the Dean or his/her designee must approve the Independent Study. Anyone wishing to pursue an Independent Study must be a candidate for a degree at Appalachian or working toward teacher certification.

### GUIDELINES

1. An undergraduate student may take no more than 4 semester hours of Independent Study in any one term.
2. No more than 6 semester hours of Independent Study may be counted toward the undergraduate major, and no more than 3 semester hours for the minor.
3. Graduate students are limited by the Graduate Bulletin to a total of 6 semester hours in Independent Study, and they must have on file a Course of Study and the Admission to Candidacy Form.
4. A faculty member should direct no more than two different Independent Study courses in any one term.
5. These guidelines define policy in ordinary circumstances, although the department chairperson because of hardship or for some other extraordinary cause may make exceptions.

### APPROVAL PROCEDURES

1. The student will confer with a faculty member who may serve as the director of an Independent Study.
2. If the faculty member agrees to supervise the Independent Study project, the Independent Study form is completed and a written prospectus drawn up. Both are presented to the department chairperson.
3. If the department chairperson approves, she/he will determine, in consultation with the faculty member, the number of semester hours credit for the project and sign the *Special Course Form* authorizing registration for the Independent Study. The proposal must then be approved in the Dean's Office of the College of Fine and Applied Arts by submitting it electronically via the [Student Forms Submission](#) link, and in the case of a graduate level Independent Study, by the Dean of Graduate Studies and Research. After the necessary signatures are obtained, the Special Course Form will be sent to the Registrar's Office and the student is registered for the Independent Study.

The department chairperson will maintain a copy of the application form and the prospectus in the departmental files. A copy of both will be supplied to the Dean of the College of Fine and Applied Arts.



Application for Independent Study  
(Special Course Form must accompany this application)

Independent study comprises a course of study which is not available in the regular curriculum and for which the student has the appropriate background. It is offered at various levels: 2500, 3500, 4500, 5500, 6500 and 7500. Anyone seeking to pursue Independent Study must be a candidate for a degree from Appalachian State University or must be working for teacher licensure.

Student Name (Last name, First name & Initial) \_\_\_\_\_ Term & Year: \_\_\_\_\_

Student Banner ID \_\_\_\_\_ Student Email \_\_\_\_\_@appstate.edu

Academic Class SR JR SO FR GPA Previous Semester \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Course Dept. (i.e., ART) & Number \_\_\_\_\_ Credit hours: \_\_\_\_\_

Title of Study Project (limited to 28 letters and spaces) \_\_\_\_\_

Reasons for undertaking study project:

Academic preparation: relevant courses completed (graduate students list only graduate and senior-graduate courses) and all independent courses, including those you are presently taking.

Independent Course Name(s)	Grade	Credit hours	Instructor

Other Relevant Course Name(s) & Number(s)	Grade	Credit hours	Instructor

**Signatures**

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

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

Signature of Chairperson \_\_\_\_\_ Date \_\_\_\_\_

INDEPENDENT STUDY OUTLINE

1. Course Description

2. Objectives of the Independent Study

3. Requirements (e.g., exams, research papers, evaluation criteria); percentage of formative and summative criteria must equal 100%.

\_\_\_\_\_ % = \_\_\_\_\_

\_\_\_\_\_ % = \_\_\_\_\_

\_\_\_\_\_ % = \_\_\_\_\_

\_\_\_\_\_ % = \_\_\_\_\_

\_\_\_\_\_ % = \_\_\_\_\_

4. Reading List

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Schedule of Conferences

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_