



**Siena Heights University
Independent Study Form – Undergraduate students**

An independent study is a student-initiated, designed and executed experience which is supervised by a faculty member. The independent study form must accompany the registration or drop/add form.

SECTION 1 Description of the Study. (to be completed by the student);

A. Number (use only 293 or 493) and title of the study (no more than 28 characters);

Number _____ Title _____

Goals of the study (What will be learned? State specifically in language that is performance based and measurable.):

- 1.
- 2.
- 3.
- 4.

B. Process of the study (state in specific, measurable terms. Will you use journal, notebook, book valuation, professional resource, seminars, etc.):

- 1.
- 2.
- 3.
- 4.

OVER

C. Criteria for evaluation of the study (how will you demonstrate you have met the goals you have established? Be specific):

1.

2.

3.

4.

If necessary, you may attach a separate sheet to complete these sections.

SECTION II Approval to conduct Study

A. To be completed by student: _____ Semester

Name _____ ID # _____

Department _____ Number 293-493 Semester hours _____
(circle number)

Name of Study _____

B. Student must obtain the following required signatures to process the study:

Supervising Faculty** _____ Date _____

Division Chair _____ Date _____

C. The Registrar's signature is required to process this request.

Registrar _____ Date: _____

D. The grade for this Independent Study is due at the end of the semester by set guide lines for grade entry to the University Web site.

The Registrar will forward copies of this completed study form to the student and his / her supervising faculty. The Registrar will file the original form in the student's permanent record.

*** It is the responsibility of the faculty member supervising this independent study to submit a copy of this form to the Dean's Office at the end of the semester with the grade and date this study was completed. This is to make arrangements for payment, if necessary, for supervising this Independent Study. The faculty member must also input the grade to the University Web grading module according to set guide lines.*

Grade _____ Date Study Completed _____ Signature of Faculty Member _____ Date of Signature _____