PERMISSION FOR INDEPENDENT STUDY

(All requested information must be included, and the directions on the reverse side of this form MUST be followed before permission is granted.)

Course Name and Number_____ Semester_____
(include appropriate decimal point, if listed in course offerings book)

Number of Units_____ Undergraduate ☐ Graduate ☐
(One academic unit is to be awarded for every 1,500 minutes of combined class [or lab] instructional time, plus out-of-class time on task.)

Basis of Grade: Project ☐ Paper ☐ Written Exam(s) ☐ Oral Exam(s) ☐

Other (specify) _____

Describe the topic to be covered and the nature of the project or paper_____

_____

_____

Departmental Permission: Not Required ☐ Attached ☐

Departmental Prerequisites to be met_____

Has student met prerequisites: Yes ☐ No ☐

Current student GPA_____ Total units already completed_____

I hereby request permission to take the Independent Study described above:

STUDENT'S NAME	E-MAIL ADDRESS	ADVISOR
_____	_____	_____

STUDENT'S SIGNATURE	DATE
_____	_____

I hereby grant permission for the above student to take the Independent Study described above:

_____	_____	_____
Faculty Name (printed)	Signature	Date

Approved ☐ Not Approved ☐ _____
Norman W. Jones, Associate Dean

Comments_____

Class Number Assigned_____

THE OHIO STATE UNIVERSITY
MANSFIELD

-- OVER --

INSTRUCTIONS: REQUESTING PERMISSION FOR AN INDEPENDENT STUDY

When requesting permission for an independent study, it is very important for the following procedures to take place in order for the request to be processed and scheduled correctly:

Faculty Instructions:

1. Meet with each student requesting an independent study.
2. When writing the request, be very clear and specific about the student's responsibility in completing the study (specific tasks, reports, number of items, etc.).
3. Be specific regarding the expectations you have for the student to receive a desired grade and include that information in the writing of the request.
4. Assign an appropriate number of units for the independent study.
5. Use a separate form for each student taking the course.
6. Once the form is completed and signed, return the form to the Associate Dean's office for processing. DO NOT ALLOW THE STUDENT TO TAKE THE FORM TO THE OFFICE.

Student Instructions:

1. Meet with the faculty member directing the independent study.
2. Be clear on your responsibilities related to completing the project and the work needed for a desired grade.
3. Work with the faculty member to complete the permission form.
4. **Sign the form** acknowledging your desire to take the course and your understanding of the requirements.
5. Talk with your academic advisor about your interest to enroll.
6. Check with your advisor to make sure the form was approved and your registration processed. **You need to be enrolled before the 3rd Friday of the semester**.
7. Pay any additional fee assessments, if required.

Failure to comply with the above process may result in you not receiving a grade for the independent study. It may also cause additional petitioning and processing for you and your academic advisor.

Associate Dean's Office Instructions:

1. Associate Dean will review and either approve or return form to faculty member for more information.
2. Once approved, a class number will be assigned.
3. A copy of the form with class number will be sent to the academic advisor assigned to the student and the faculty member requesting the course.

Academic Advisor Instructions:

1. Register student in the appropriate course.
2. E-mail the student that the process has been completed.