

**KELLEY SCHOOL OF BUSINESS
UNDERGRADUATE PROGRAM
INDIANAPOLIS**

APPLICATION FOR INDEPENDENT STUDY COURSE WORK

Please read completely the accompanying policy statement on independent study before initiating your request for independent study.

DATE: _____

Please type or print the following information and attach a detailed description of project:

NAME: _____ STUDENT ID#: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME TELEPHONE #: _____ WORK TELEPHONE #: _____

E-MAIL ADDRESS: _____

COURSE NUMBER: _____ CLASS #: _____ CREDIT HRS.: _____

SEMESTER TO BE TAKEN: _____ YEAR: _____

APPROVALS:

1. _____
STUDENT DATE

2. _____
INSTRUCTOR DATE

3. _____
ACADEMIC ADVISOR DATE

4. Copy to Sherri Hendricks
DATE

Please sign the form and then obtain your instructor's signature. You should then return the form to the Kelley School of Business Undergraduate Office. After the Undergraduate Office has obtained the remaining signature, a copy will be provided to you, your instructor, and placed in your academic records file.

INDEPENDENT STUDY (490) COURSE WORK POLICY

Independent study courses are intended to provide a unique experience for the advanced undergraduate student through the opportunity to work on an individual basis with a faculty member.

The material covered by the independent study course should not be found in regularly scheduled undergraduate business course nor should the independent study be used as a means to take an undergraduate course for Kelley School of Business credit.

The procedure for obtaining a 490 course should be initiated by the student well before registration for the planned semester of work. The student should contact a faculty member and arrange for the faculty member to supervise the project. The Kelley School of Business office, as well as the undergraduate academic advisor, can advise the student which faculty members to contact given the student's area of interest. The student and the faculty member will jointly decide on the number of credit hours to be awarded. The undergraduate student may not receive credit towards the undergraduate degree for more than six (6) hours of the 490 work

A written proposal must be submitted prior to seeking authorization to register for semester of study and must contain:

- (1) the purpose of the proposed study and why the arrangement is appropriate;
- (2) the question or issue to be investigated and the general plan of attack;
- (3) the outcome or result and the form anticipated;
- (4) the standards and means proposed for interim, ongoing or terminal evaluation;
- (5) any unusual or special conditions relating to the character or the timing or supervision of the arrangement.

Although the faculty member may require more written documents, the above points should be outlined on the 490 approval form for signatures by the student, instructor and academic advisor. After the Kelley Undergraduate Office has obtained the remaining signature, a copy will be provided to you, your instructor, and placed in your academic records file.