

Requesting an Independent Study

Overview

An independent study is an option for students to receive credit while pursuing a specific project within their discipline. It may *not* be used to replace a required course.

Only tenure/tenure-track faculty members may oversee independent studies. A maximum of 12 credits in independent study may apply toward the bachelor's degree.

The amount of credit to be given for an independent study project shall be determined by the faculty member, Department, and College.

Procedures

- In ARTS 177, pick up the following two forms:
 - Special Processing Form
 - Request for Independent Study Form
- Work with your faculty mentor to complete these two forms. Your faculty mentor will assign the number of credits the independent study is worth.
- Once they have signed off on it, submit the paperwork to your Department Chair for their approval:
 - Visual Arts Lanny Devuono Lanny.Devuono@ucdenver.edu CU 815-P (303) 556-6259
 - Music Judy Coe Judith.Coe@ucdenver.edu ARTS 288 (303) 556-3480
 - Theatre/Film Daniel Koetting Daniel.Koetting@ucdenver.edu AD 210 (303) 352-3883
- Upon receipt of approval from the Department Chair, submit paperwork to the Associate Dean in ARTS 177. In 24-48 hours the paperwork will be available for pick up in ARTS 177 and:
 - be ready to take to the NC Service Center for registration (students are not registered for an independent study until the approved paperwork has been submitted to the NC Service Center).
 - or have a note attached as to why it was not approved.

*It is the **student's responsibility** to obtain all forms, signatures, and to take the approved paperwork to the NC Service Center. Students may consider making a copy of the approved paperwork before it is submitted for their own records.*

Course Numbers

The course number for independent studies is 4840. Students should use the subject abbreviation for their discipline (see chart below). The section number will be determined when you submit your paperwork to the NC Service Center

<u>Discipline/Department</u>	<u>Subject</u>
Visual Arts	FA
Music Business or Technology	MUS
Music Performance	PMUS
Theatre	THTR
Film	FILM

Independent Study Review

Students are required to submit a review of their independent study by the second to last Friday of the semester. Please pick up an Independent Study Review sheet in ARTS 177 for information as to its contents.