

INDEPENDENT STUDY COURSE WORK POLICY

Independent study courses are intended to provide a unique experience for the advanced MBA 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 graduate business courses nor should the independent study be used as a means to take an undergraduate or undergraduate/graduate course for graduate business credit. Participation in such a course may, however, be part of the independent study experience.

The procedure for obtaining an independent study course (BUKD 590) should be initiated by the student well before registration for the planned quarter of work. The student should contact a faculty member and arrange for the faculty member to supervise the project. The Kelley Direct office, as well as the graduate 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 graduate student may not receive credit toward a graduate degree for more than six (6) hours of independent study 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 independent study a form for signatures by the student, instructor, and academic advisor. After the Kelley Direct Office has approved and provided the remaining signature (Academic Advisor), a copy will be provided to the student, instructor, and the original placed in the student's academic records file.

**KELLEY SCHOOL OF BUSINESS
KELLEY DIRECT PROGRAMS**

APPLICATION FOR INDEPENDENT STUDY COURSE WORK

Please read completely the accompanying policy statement on independent study before initiation of 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:

REQUESTED CREDIT HRS:

QUARTER TO BE TAKEN:

YEAR:

APPROVALS:

1.

Student

Date

2.

Instructor

Date

3.

Academic Advisor

Date

Please sign the form and then obtain your instructor's signature. You should then return the form to the Kelley Direct Office. After the Kelley Direct Office has reviewed and approved this signed document, a copy will be provided to you and your instructor and the original filed in your academic file in the Kelley Direct Office.