# Independent Study Authorization Form

## Student Information

<table>
<thead>
<tr>
<th>Name: (Last, First, M.I)</th>
<th>Student ID #:</th>
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</thead>
</table>

## Independent Study Information

<table>
<thead>
<tr>
<th>Term &amp; Year: (check ☑ &amp; write year)</th>
<th>No. of Credits: (check ☑)</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Fall ☑ Spring ☑ Summer Year: ______</td>
<td>☑ 1.5 ☑ 3.0</td>
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**Brief Description of Independent Study:**

- Student Signature: __________________________ Date: ____________
- Professor Name: ___________________________ Signature: __________ Date: __________
- Dept. Chair Name: _________________________ Signature: __________ Date: __________

## Important Guidelines for Independent Study

- Independent studies are for Stern MBA students only.
- Independent studies projects should be sponsored by Stern full-time faculty only. Any exceptions to the above policy should be made by the academic dean of the program in which the student is enrolled.
- Independent studies are voluntary for both faculty and student.
- Independent studies require a written proposal of study prepared by the student and signed by the faculty. The proposals will be presented to the department chair and require his/her written approval.
- Independent study courses are intended to allow students to study material not included in courses at Stern, as a complement to carefully designed programs of study.
- Independent studies may be for one and one-half (1.5) or three (3) credits, depending on the workload. A three (3) credit independent study should have an intellectual load equivalent to a regular, three (3) credit course, as determined by the faculty.
- Independent study courses must be completed within the semester of registration, unless the instructor approves an Incomplete (IP or IF) thereby granting a one (1) semester extension for the completion of course work.
- A grade should be assigned at the completion of the study.
- The maximum number of credits from all independent studies should not exceed three (3) credits for any given student.
- Independent studies do not involve course credit for the volunteer instructor.
- Independent studies may not be used to give credit for work experience alone, including paid or unpaid internships.
- Students are not eligible for independent study in their first semester.
- Independent studies are only allowed on elective course work.
- Upon approval by the department chair, the faculty must forward this form to the Office of Records & Registration.

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<tr>
<th>Processed Date:</th>
<th>Course Number:</th>
<th>Copy to Advising (date):</th>
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