# Independent Study Authorization Form

## Student Information

**Name:** (Last, First, M.I)  
**Student ID #:**

<table>
<thead>
<tr>
<th>N</th>
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</thead>
</table>

## Independent Study Information

**Term & Year:** (check ☑ & write year)  
**No. of Credits:** (check ☑)  
**Department:**

<table>
<thead>
<tr>
<th>☑ Fall</th>
<th>☑ Spring</th>
<th>☑ Summer</th>
<th>Year: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ 1.5</td>
<td>☑ 3.0</td>
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**Brief Description of Independent Study:**

## Signatures (must have all signatures prior to submission)

**Student Signature:**

**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.