

Department of Politics and International Affairs

INDEPENDENT STUDY APPLICATION

Name:	Student ID #:	Date:
Phone:	Email:	
Major/Program:	Semester: Fall Spring Summer	Year:
Hours earned in POS:	GPA:	Total hours earned:
Instructor directing this study:		

Registering for:	No. Credit hours	Grading Option:		~ Instructor and student must agree on the grading option BEFORE the student registers for the course. ~ Student MUST register in a section designated for the selected grading option.
		Letter grade	Pass/Fail	
POS 497 Independent Study				
POS 697 Independent study				

Will course substitute for a class required in your undergraduate major or graduate program of study?

Yes No If "Yes," include in your Project Description (on reverse) the reason a substitution is required and how this course correlates with the required course.

Project Description: Student and sponsoring Instructor must describe the project on the reverse side of this form. Graduate students may instead attach a detailed description of the project *including all the same information*. Instructor should define expectations for completion of the study, e.g., projected time commitment, required readings, written and oral work required, meetings during the semester, and any other requirements. A completion date should be agreed upon and stated in the description. Obtain approval from your advisor and the Political Science chair. The approved Project Description will be filed in the department office.

Guidelines for Individualized Studies:

- Obtain a sequence number for registration by contacting the department office. *Indicate what grading option has been elected (if applicable) so the correct sequence number can be determined.*
- The instructor must turn in a course grade to the department at the usual time for reporting semester grades.

Credit Hours: The Arizona Board of Regents guidelines state that one credit hour is equivalent to "60 minutes of independent study work. A minimum of 45 hours of work by each student is required for each unit of credit." (ABOR Handbook, 2-206 Academic Credit). For example: to earn 3 credit hours, the student should spend 135 hours completing the required work.

Student Date

Instructor Sponsoring Course Date

*For POS 408 and POS 608 Fieldwork Experience, use Internship Application.
POS 497 cannot be used to satisfy the Experience of Difference requirement*

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Department Chair Date

- Approved per description
- Approved conditionally: _____

INDEPENDENT STUDY PROJECT DESCRIPTION

General description of directed study or research project:

Requirements to be completed in order to receive credit:

Research paper (approx. length _____ pages) [Approx. 15 pages per credit hour suggested] Specifications:

Review sessions with instructor (approx. _____ sessions) Schedule:

Date	Time	Place	Topic
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Required readings (list)

Books (specify required or recommended)

Journal articles (specify required or recommended)

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Other requirements (explain)

PROJECT COMPLETION DATE:

Semester of registration ends on:	
All work must be completed and turned in to instructor by:	

*It is the student's responsibility to meet the listed requirements at the scheduled times.
Failure to do so or make alternate arrangements with Instructor by completion date may result in an "F" for the course.*