



**Day School  
Program**

**Office of University Registrar**

Foster Admin. Bldg., Rm. 116  
Phone: 508.999.8615  
Fax: 508.999.8633

You must electronically submit this form at <https://www.umassd.edu/ssc/> and select "Submit an Inquiry". You will log a case under the Registrar topic and submit this form as an attachment.



**OCE Program  
and during  
Summer & Winter**

**Online & Continuing Education**

Foster Admin. Bldg., Rm. 001  
Phone: 508.999.9202  
Fax: 508.999.8621  
Email: [online@umassd.edu](mailto:online@umassd.edu)

**INDEPENDENT STUDY**

Name: \_\_\_\_\_,  
First Middle Last

Address: \_\_\_\_\_,  
Street City/Town State Zip Phone

Student ID Number Student Email Total Credits Earned Year of Graduation Major

TITLE OF INDEPENDENT STUDY: \_\_\_\_\_

DEPARTMENT IN WHICH CREDIT WILL BE EARNED: \_\_\_\_\_

SEMESTER/TERM FOR PROPOSED STUDY: \_\_\_\_\_

FACULTY SPONSOR (Please Print): \_\_\_\_\_

*Attach a description of the course of study. See reverse side for procedures.*

PROPOSED NUMBER OF UNDERGRADUATE \_\_\_\_\_ GRADUATE \_\_\_\_\_ CREDITS

CREDITS PREVIOUSLY EARNED IN INDEPENDENT STUDY \_\_\_\_\_ (Maximum 12 Credits)

*I have read the guidelines (other side) and understand the conditions set therein.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: 1. \_\_\_\_\_  
Faculty Sponsor Signature Date

Approval: 2. \_\_\_\_\_  
Department Chairperson of Student's Major or Program Director Signature Date

Approval: 3. \_\_\_\_\_  
Dean of Student's College Signature Date

**NOTE: REGISTRATION MAY TAKE PLACE ONLY WITH SUBMISSION OF THIS COMPLETED AND FULLY APPROVED APPLICATION TO THE APPROPRIATE OFFICE LISTED ABOVE.**

REGISTRAR'S USE ONLY: COURSE NUMBER \_\_\_\_\_ SECTION NUMBER \_\_\_\_\_  
ENTERED BY: \_\_\_\_\_ DATE \_\_\_\_\_

## **INDEPENDENT STUDY GUIDELINES AND PROCEDURES**

1. The following approval signatures must be obtained by the student:
  - a. **Undergraduate students** pursuing Independent Study must obtain the approval of a faculty sponsor, the major department chairperson and the major college dean.
  - b. **Graduate students** pursuing Independent Study must obtain the approval of a faculty sponsor, the graduate program director and their college dean.
2. A written proposal must be submitted with the application for Independent Study. Defining the Independent Study is the student's responsibility. The proposal should include:
  - a. A description of the study and a statement of objectives, including the nature and extent of the work to be pursued.
  - b. The manner or procedure including the method of evaluation.
  - c. Credits to be earned with this proposal.
  - d. Schedule for the completion of reports, papers and projects.
3. Independent Study will only be approved for investigations into areas of study that do not duplicate the University's curriculum. Independent Study is open only to those students who have 54 or more credits.

The maximum for undergraduate degree credit in Independent Study at UMass Dartmouth is twelve (12) credits.

The student is responsible for ascertaining whether the proposed study fulfills degree requirements.
4. Independent Study credits will show the designation of the department in which the study is taken. The title of the topic undertaken will be displayed on the student's record.