

## Requesting an Independent Study

### Overview

An independent study (I/S) is an opportunity for students to pursue a unique learning experience related to their area of study.

Independent Study may *not* be used to replace a required course. Only tenure/tenure-track and clinical track faculty members may oversee independent studies. A maximum of 12 total credits in I/S may apply toward the undergraduate degree, and a maximum of 6 credits of I/S can be taken per semester.

The amount of credit (1-3 credits, per I/S course) to be awarded shall be determined by the supervising faculty member, the Department, and CAM. The assigned number of credit hours will approximate the number of contact hours required in the semester to complete the I/S project:

1 credit hour = 13 hours/semester      2 credit hours = 25 hours/semester      3 credit hours = 38 hours/semester

### Process

1. In ARTS 177, pick up the following two forms:
  - Special Processing Form
  - Independent Study Request Form
2. Work with the faculty supervisor to develop a scope and sequence for the project, and complete the Special Processing Form and the Independent Study Request Form. Incomplete forms will be returned for resubmission without review.
  - List the tasks/assignments for the course, identify their due dates, and sketch-out criteria and assessments for each item on the list.
  - Provide meeting times to review progress and assess successful completion of tasks/assignments.
  - Finalize the number of credits (1-3), based on contact hours within the semester.
3. Submit the Special Processing Form, I/S Request Form AND UNOFFICIAL TRANSCRIPT, to the Department Chair:
 

▪ Music	Sean McGowan	<a href="mailto:sean.mcgowan@ucdenver.edu">sean.mcgowan@ucdenver.edu</a>	ARTS 288	(303) 315-7449
▪ TFVP	David Liban	<a href="mailto:david.liban@ucdenver.edu">david.liban@ucdenver.edu</a>	KC 506	(303) 315-7414
▪ Visual Arts	Michelle Carpenter	<a href="mailto:michelle.carpenter@ucdenver.edu">michelle.carpenter@ucdenver.edu</a>	CU 800	(303) 315-1505
4. The request for an I/S will be reviewed by the Department Chair and the Dean's/Advising Office within 5 business days.
  - If approved, the student will be notified at his/her University-assigned email address. Students should proceed with course registration within 5 business days of the notification.
  - If denied, notification with a rationale will be sent to the student's University-assigned email address.

### Course Number Information (College will assign the class and section number)

Department	Undergraduate prefix and number	Graduate Prefix and number
Music	MUSC 3840, PMUS 3840, or PMUS 4840	MSRA 5840
TFVP	FITV 4840, THTR 3840 or THTR 4840	THTR 5840
Visual Arts	FINE 4840	FINE 5840

### Independent Study Review

Students are given the opportunity to submit an evaluation of their I/S experience by writing an I/S Review report, available in ARTS 177. These reports should be submitted by the Friday of finals week.