

**HAMLIN UNIVERSITY
GRADUATE SCHOOLS INDEPENDENT STUDY
INSTRUCTIONS**

An Independent Study project is designed by the student to pursue an area of study not covered by the established curriculum. Independent Study projects are completed without class attendance and with a minimum of formal supervision by an instructor.

Students are expected to describe in advance the questions they propose to investigate or goals they hope to achieve, and what they intend to do to carry out these investigations or achieve these goals. Faculty and student work together to define the criteria for evaluating the results of the project.

An Independent Study project may carry 1-4 graduate semester credits. Students are expected to do the equivalent amount of work involving 23-30 hours per credit.

Topic and Faculty

- Decide what you want to do.
- Find a faculty member to supervise your work.

Paperwork

- Carefully complete BOTH the Independent Study Project Proposal form and the Independent Study Registration form.
- Obtain the required signatures from the instructor who will be supervising your project and from the appropriate Program Director or advisor.

Registration

- Upon approval by your Program Director, the completed registration form is submitted to the Registration and Records office.

Payment

- Professional Development (Continuing Studies) students must pay in full at the time of registration. Payment information is included on the registration form. See the current Professional Development for Educators catalog for tuition rate.
- Degree- and license-seeking students will be billed.

Completion

- Complete your project.
- Submit your finished project to your instructor.
- Your instructor will submit your grade to the Registration and Records office, normal grading policy deadlines apply.