Independent Study in the Information Systems Program
Policy Statement

Independent studies are opportunities to engage in research with a faculty member to advance your learning in certain areas of interest. As an Information Systems major you may enroll in an independent study course for 3, 6, 9, or 12 units of academic credit according to the requirements listed below. You must arrange your own study by obtaining a faculty sponsor who will direct you and help define the academic component of your work, monitor your progress, and assign a final grade.

The course number for IS independent study is 67-390; the course section is determined by the faculty member who works with you.

Permission for receiving credit is given after the attached application form is completed and submitted to Carol S. Young, Senior Academic Advisor (Porter Hall 222F). Mrs. Young will add the independent study course to your schedule of classes.

You must satisfy the following requirements to receive academic credit for independent study in the IS Program:
- Sophomore, junior, or senior standing in the IS Program.
- The area of research must be related to information systems.
- Your faculty sponsor must be affiliated with the IS Program.
- Submit application by the end of the first week of classes of the semester in which you will have the study.
- Establish assignments, due dates for assignments (and progress review), and grading criteria with your faculty sponsor prior to submitting the application.
- You must be enrolled in the IS independent study course while you are doing the work for it.
- Maintain regular contact with your faculty sponsor as agreed to at the beginning of the study (a serious commitment here is expected).

10/2012
Independent Study Learning Request
Information Systems Program

Date:_______ Semster: _________

Student’s Last Name:___________________ First Name:___________________
Andrew Id:_________

Course Number: 67-390          Course Name: Independent Study in Information Systems
Course Section:_________          (Please Print)
Number of Units:_______(3,6,9, or 12)
Class: Sophomore    Junior    Senior

Faculty Sponsor:________________________________________________

Proposal of project, assignment(s), and deadlines:_______________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Student Signature:_________________________ Date:________________

Faculty Sponsor Signature:_________________________ Date:________________

Application Deadline: End of first week of classes of the semester of the independent study.

Return To:
Carol S. Young
Senior Academic Advisor
Information Systems Program
Dietrich College of Humanities and Social Sciences
Porter Hall 222F
caroly@cmu.edu

☐ Approved
☐ Not Approved

Department Signature, Date

S3 Updated:_________ Date:_________________