

# FORM FOR INDEPENDENT STUDY CREDIT

*Must be completed and submitted within the first 5 days of the semester.*

The department policy on receiving graduate lecture course credit toward the Ph.D. or M.S. in Chemistry for 09-851 Independent Study is that students may be permitted to count at most 12 units if the stipulations on this form are satisfied.

**GRADUATE STUDENT NAME (first & last)**

**DATE**

## STIPULATIONS FOR CREDIT AWARD

**1. The student can provide a strong rationale for why independent student credit is the best way to meet an important educational goal and why alternative course work should not be required.** Generally, independent study might be considered when an important course is not offered at a critical time in the student's education but can be substantially re-created through a composite of related experiences, and/or when the student's background is sufficiently extensive that available courses at CMU and through PCHE are not appropriate. **The student must prepare a written petition to the GPC at least 3 weeks before the start of the course with the argument for independent study credit and the general idea for the course, instructor, and their own learning objectives. The rationale must be attached to this form.**

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GPC Co-Chair Name

GPC Co-Chair Signature

Date

(I approve for proceeding with course specifics)

**2. A course instructor in chemistry or a closely related department, who is typically not the research advisor, has agreed to closely supervise and grade the submitted work, including providing written feedback on the work to the Chemistry Graduate Program.** The instructor must provide a course syllabus (including the assessment methods for the course) by the fifth day of the semester or mini when the course is to be taken. The syllabus must be attached to this form.

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Instructor Name

Instructor Signature

Date

**3. The student's advisor approves of the course for graduate lecture credit.** Note that Independent Study Credit is not intended for brief research experiences such as rotations or internships. Generally, new courses should be offered as Special Topics rather than as Independent Study. Prior to joining a research group, advisor approval of an independent study course will be by the GPC.

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Advisor Name

Advisor Signature

Date

**4. The independent study includes a substantial graduate lecture and/or laboratory component comparable to a regular course with the same number of units, and at least one substantial written graded assignment (e.g. exam, report, proposal) that will be retained by the instructor.** For example, an independent reading project that is linked to attending related lectures or seminars in another department may be considered. A laboratory component related to the reading may be required if the number of relevant lectures or seminars is less than a regularly offered course with equivalent units. Reading courses or graduate research without a lecture or laboratory normally do not count for graduate lecture course credit. If the proposed course does not fulfill the criteria above, the student may wish to drop the independent study and sign up for an alternative course if needed to meet degree requirements. A complete syllabus with learning objectives, core topics and assessment methods must be provided to the Graduate Program Office within the first 5 days of the semester.

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GPC Co-Chair Name

GPC Co-Chair Signature

Date