

Independent Study Information at California State University, Fresno

Registration Procedures for Independent Study

- A. To be eligible to register, a student should have a 3.0 GPA. A student may attempt only 3 units of independent study per semester.
 - B. Read and follow regulations 5.1, 5.2 and 5.3 below.
 - C. S.T.A.R. (telephone) Registration
 1. Sign up in the department office for a specific instructor and units and complete the Independent Study Approval Form.
 2. Obtain your schedule number from the department.
 3. Pay the registration fees and complete S.T.A.R. (telephone) registration procedures by the end of the second week of instruction.
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Regulations for Independent Study

1. Independent study is offered to give the student experience in planning and outlining a course of study on the student's own initiative under departmental supervision. Independent study should deal with a special interest not covered in a regular course or with the exploration in greater depth of a subject presented in a regular course. In some departments, a 190 (upper division) or 290 (graduate) course may be desirable preparation for the thesis or other advanced study.
 2. Maximum credit of 6 units in independent study (190) courses is allowed toward the bachelor's degree, and maximum credit of 6 units in independent study (190 or 290) courses is allowed toward the master's degree. Credit is limited to a maximum of 3 units per semester. Under extraordinary circumstances more than 3 units of credit per semester may be allowed on petition to the department chair.
 3. To be eligible for independent study, a student should have an overall grade point average of 3.0 or higher. This requirement may be waived in exceptional cases, when approved by the department chair.
 4. Independent study projects must be supervised by regular, full-time faculty members.
 5. The following steps should be taken during the student's enrollment in independent study:
 - 5.1 Independent study forms and copies of the current regulations may be obtained from department or school offices.
 - 5.2 An eligible student desiring to register for a 190 or a 290 course must first obtain the consent of an instructor who will guide the project and the chair of the department in which the course is given. The attached approval form, indicating the nature of the project, must be completed and signed by the instructor and the department chair before registration can be completed. The signed form should be filed in the department office.
 - 5.3 A student may register for a 190 or a 290 course during telephone registration.
 - 5.4 When the independent study project is completed and a written report is submitted and approved, the instructor is responsible for submitting the grade to the Admissions/Records Office on the grade sheet provided for this purpose.
 6. Supervision of an independent study project is the responsibility of the department. Departmental committees may be created for this purpose.
 7. Where a written report or paper results from an independent study project, a copy must be filed in the department office. The department chair may approve for placement in the college archives meritorious independent study papers submitted to him/her by the supervising instructor. Only the original copy needs to be presented for such approval.
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Independent Study Approval Form

To register for independent study, (1) complete this form, (2) obtain the signatures of your instructor and the department chair (if taking graduate course please also obtain signature of graduate coordinator), (3) obtain the schedule number from the department, (4) return the completed form to the department office, and (5) register for the course using the S.T.A.R. registration system by the end of the second week of instruction.

Please print or type:

_____	_____	_____	_____
Last Name	First	Initial	Date
_____	_____	_____	_____
CSUF I.D. Number	Subject	Fall	Spring
INDEPENDENT STUDY		Units	Summer

	Schedule No.		
_____	_____		
Supervising Instructor	Graduate Program Coordinator		
	(only if required)		

1. Check below in which sense the proposed independent study project conforms to Item 1 of the Regulations for Independent Study.
? Desire to pursue information not covered in a regular course.
? Desire to study a special area in greater depth than is given in a regular course.
2. Describe briefly the nature of the independent study project to be undertaken and, if possible at this time, the title of the paper.

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3. The above student has an overall grade point average of 3.0 or higher.

Signature of Supervising Instructor

Signature of Department Chair

4. Although the above student lacks a 3.0 overall grade point average (current G.P.A. is _____), it is my belief that he/she will benefit from this study.

Signature of Supervising Instructor

Signature of Department Chair

Original: Department
Copies: Instructor
Student

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Office of the Provost and Vice President for Academic Affairs
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