

Reviewing an Independent Study

The LAS Independent Study application is used by students, faculty and chairs. Students use this application to enroll in an independent study. Once the request is submitted, a notification email is sent to the instructor. If the instructor approves the request, then a notification email is sent to the chair or program director. To approve or deny a request, both parties need to log in to the application.

Perform the following steps to approve or deny an independent study request:

1. Open the notification email and click the given link to access the LAS Independent Study application.

From: lasregistration@depaul.edu [<mailto:lasregistration@depaul.edu>]
Sent: Monday, February 09, 2015 5:00 PM
To: Gott, Gil
Subject: Independent Study Submission Notification

An LAS Undergraduate Independent Study Application has been submitted for:

Student ID Nbr: **1435633**
Student Name: **Alan Bean**

Term: **2014-2015 Spring**
Course Nbr: **INT 399**
Quarter Hours: **4.0**
Subject/Topic Title: **The Multiethnic Dilemma**
Instructor: **Gil Gott**
LAS Course Placement: **Primary Major**
LAS Course Equivalency: **Not Applicable**

In order to verify, approve and/or deny the submitted application, please log into the LAS Undergraduate Independent Study Application at <https://lascollege.depaul.edu/IndependentStudy> and click on the course.

Liberal Arts and Social Sciences Undergraduate College Office

2. Log in using your Campus Connect username and password.
3. In the **Review by Quarter** section on the left side, a list of quarters is displayed. The current quarter is selected by default. Select the quarter that the student's application falls under.


Apply (Students Only)		Review (Students and Faculty)						
Review by Quarter		Collapse All						
All		Date Submitted	Type	Student Name	Quarter	Course	Credit Hours	Instructor
<div><div>2015-2016 Autumn</div><div>2014-2015 Spring</div><div>2014-2015 Winter</div><div>2014-2015 December Session</div><div>2014-2015 Autumn</div><div>2013-2014 Summer</div><div>2013-2014 Spring</div><div>2013-2014 Winter</div><div>2013-2014 December Session</div></div>		Pending Professor Approval (2 Items)						









Click the appropriate link to see the steps relevant for you:

- [Instructions for Faculty](#)
- [Instructions for Chair/Director](#)

Instructions for Faculty

- The applications awaiting your review are under the **Pending Professor Approval** status.

Expand the status by clicking the  icon.

Review by Quarter		- Collapse All						
 All		Date Submitted	Type	Student Name	Quarter	Course	Credit Hours	Instructor
 2015-2016 Autumn								
 2014-2015 Spring		 Pending Professor Approval (2 Items)						
 2014-2015 Winter								
 2014-2015 December Session								
 2014-2015 Autumn								
 2013-2014 Summer								

- The applications are now shown below the status with one application per row. Click the row of the relevant independent study request.

Apply (Students Only)		Review (Students and Faculty)							
Review by Quarter		Collapse All							
All		Date Submitted	Type	Student Name	Quarter	Course	Credit Hours	Instructor	Placement
2015-2016 Autumn									
2014-2015 Spring		Pending Professor Approval (2 Items)							
2014-2015 Winter		02/09/2015	UGRD	Bean, Alan	2014-2015 Spring	INT 399	4	Gil Gott	Primary Major
2014-2015 December Session		02/09/2015	GRAD	Choi, Li	2014-2015 Spring	INT 490	4	Gil Gott	
2014-2015 Autumn									
2013-2014 Summer									
2013-2014 Spring									
2013-2014 Winter									
2013-2014 December Session									


- The **Application Details** window appears. Review the information, add any necessary comments and then click either the **Approve** or **Deny** button in the top-left corner of the window.

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- Notice that when you approve the application, it moves under the **Pending Director/Chair Approval** status.

Your part as an instructor is now complete.

Instructions for Chair/Director

- The applications awaiting your review are under the **Pending Director/Chair Approval** status. Expand the status by clicking the  icon.

Review by Quarter		- Collapse All						
All		Date Submitted	Type	Student Name	Quarter	Course	Credit Hours	Instructor
2015-2016 Autumn								
2014-2015 Spring		Pending Director/Chair Approval (1 Item)						
2014-2015 Winter								
2014-2015 December Session								
2014-2015 Autumn								
2013-2014 Summer								
2013-2014 Spring								
2013-2014 Winter								
2013-2014 December Session								

- Click the row of the relevant independent study request.

Apply (Students Only)		Review (Students and Faculty)						
Review by Quarter		Collapse All						
		Date Submitted	Type	Student Name	Quarter	Course	Credit Hours	Instructor
All								
2015-2016 Autumn								
2014-2015 Spring		Pending Director/Chair Approval (1 Item)						
2014-2015 Winter		02/09/2015	UGRD	Bean, Alan	2014-2015 Spring	INT 399	4	Gil Gott
2014-2015 December Session								
2014-2015 Autumn								

- The **Application Details** window appears. Review the information, add any necessary comments and then click either the **Approve** or **Deny** button in the top-left corner of the window.

ing Director/Chair Approval (1 Item)

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Application Details

☒ Deny ☒ Approve

Status: Pending Director/Chair Approval [Status Log](#)

Student Name: Alan Bean (1435633) Quarter: 2014-2015 Spring
 GPA: 3.0140 Course: INT 399
 Phone: 610/743-0554 Credit Hours: 4.0
 Email: ALANBEAN@GMAIL.COM Course Title: Independent Study: The Multiethnic Dilemma
 Student College: College of LAS LAS Course Placement: Primary Major
 LAS Course Equivalency: Not Applicable
 Instructor: Gil Gott

Comments:
 No comments yet.

Add New Comment:
 Comments entered here will be saved when you approve/deny this application. (250 characters max)
 0 / 250

Instructor: You may deny this request if you do not wish to participate in this independent study.

Last Modified: 2/18/2015 12:20:43 PM (Gil Gott)

- Undergraduate applications approved by the chair/director go immediately to the Undergraduate College Office for final review and graduate applications go to the Graduate Office.

Apply (Students Only)		Review (Students and Faculty)						
Review by Quarter		- Collapse All						
All		Date Submitted	Type	Student Name	Quarter	Course	Credit Hours	Instructor
2015-2016 Autumn		Pending Creation (1 Item)						
2014-2015 Spring		02/09/2015	UGRD	Bean, Alan	2014-2015 Spring	INT 399	4	Gil Gott
2014-2015 Winter								
2014-2015 December Session								
2014-2015 Autumn								
2013-2014 Summer								
2013-2014 Spring								

After the respective office reviews the application, an administrator will create the course and register the student before finalizing the request and marking the application as complete in the system. Once finalized, the student and instructor will receive a notification email. The instructor should check their course roster to confirm that the student is registered.