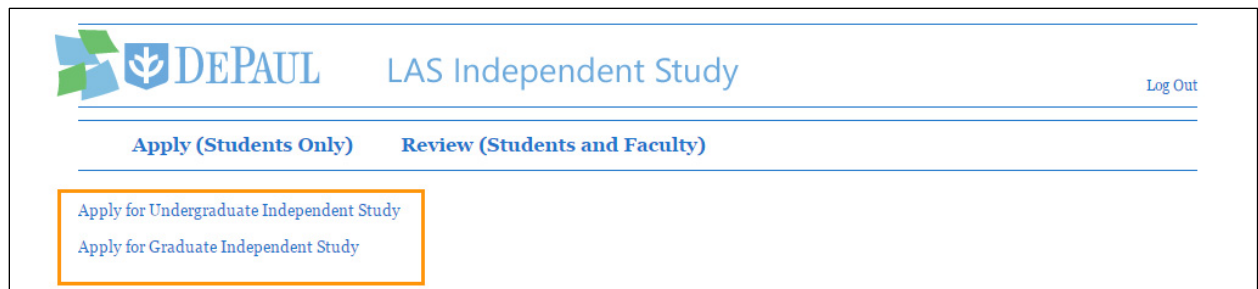


Requesting an Independent Study

The LAS Independent Study application is used by students, faculty, and chairs. Students use this application to enroll in an LAS independent study. Students should consult with the instructor that they plan to study with **before** submitting an application. This ensures that the student has all the information they need to submit the request and that the instructor has the time to work with them. Once the request is submitted, a notification email is sent to the instructor and the chair of the department, who will then login to this application to review and approve/deny the request.

Students should follow these steps to submit an independent study request:

1. Click the link below to access the LAS Independent Study application and login using your Campus Connect username and password:
<https://lascollege.depaul.edu/IndependentStudy>
2. If you are an undergraduate student who wants to apply for an independent study, click the **Apply for Undergraduate Independent Study** link. If you are a graduate student, click the **Apply for Graduate Independent Study** link.



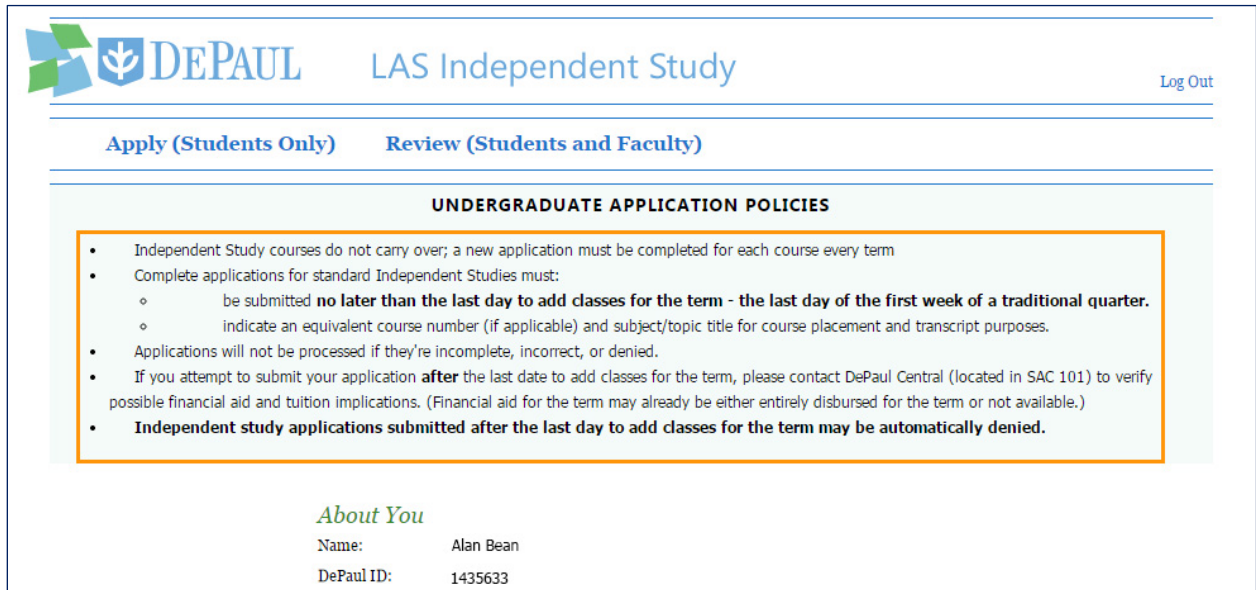
Click the appropriate link below to move to the section that shows steps relevant for you:

[Instructions for Graduate Students](#)

[Instructions for Undergraduate Students](#)

Undergraduate Independent Study

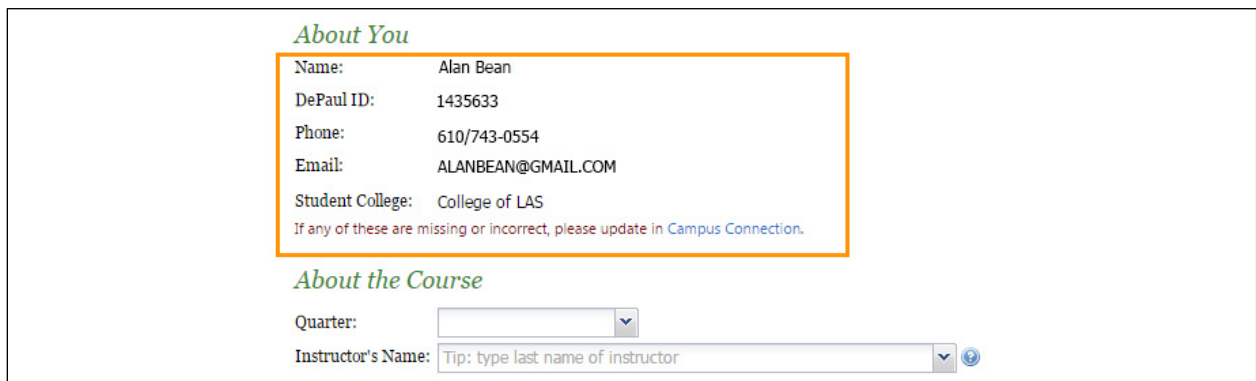
- A list of application policies is displayed for you to carefully read before proceeding with your independent study request.



The screenshot shows the top of the application page with the DePaul logo and 'LAS Independent Study' header. Below the header are two navigation links: 'Apply (Students Only)' and 'Review (Students and Faculty)'. The main content area is titled 'UNDERGRADUATE APPLICATION POLICIES' and contains a list of rules. Below the policies is a section titled 'About You' with the following information:

Name:	Alan Bean
DePaul ID:	1435633

- The application is divided into two sections – **About You** and **About the Course**. Your name, DePaul ID, phone number, email address, and college will all be automatically displayed in the **About You** section, because the application is synced with the information you provided in Campus Connect.



The screenshot shows the 'About You' section with the following information:

Name:	Alan Bean
DePaul ID:	1435633
Phone:	610/743-0554
Email:	ALANBEAN@GMAIL.COM
Student College:	College of LAS

If any of these are missing or incorrect, please update in [Campus Connection](#).

The 'About the Course' section has the following fields:

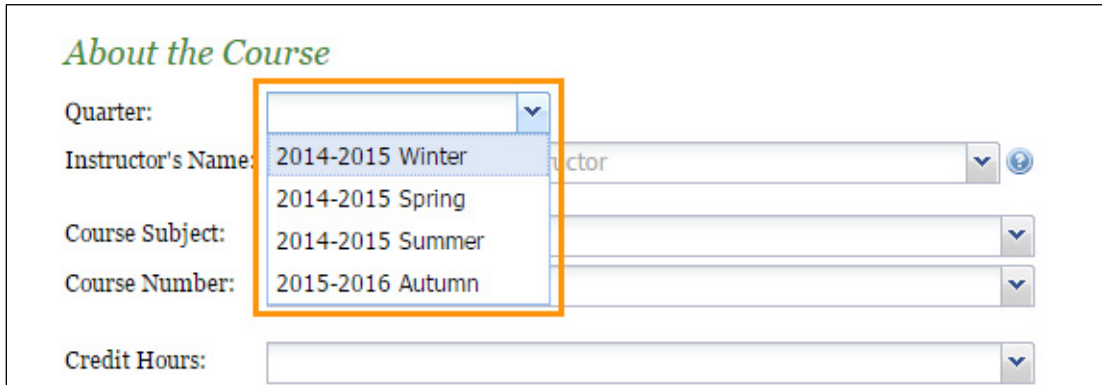
Quarter:

Instructor's Name: Tip: type last name of instructor

Note: If you are not in LAS, your college will not be automatically selected and you will have to select it yourself.

- To submit the request, fill out the **About the Course** section.

- a. Select the quarter that you want to take the independent study for from the **Quarter** drop-down list.



About the Course

Quarter:

Instructor's Name:

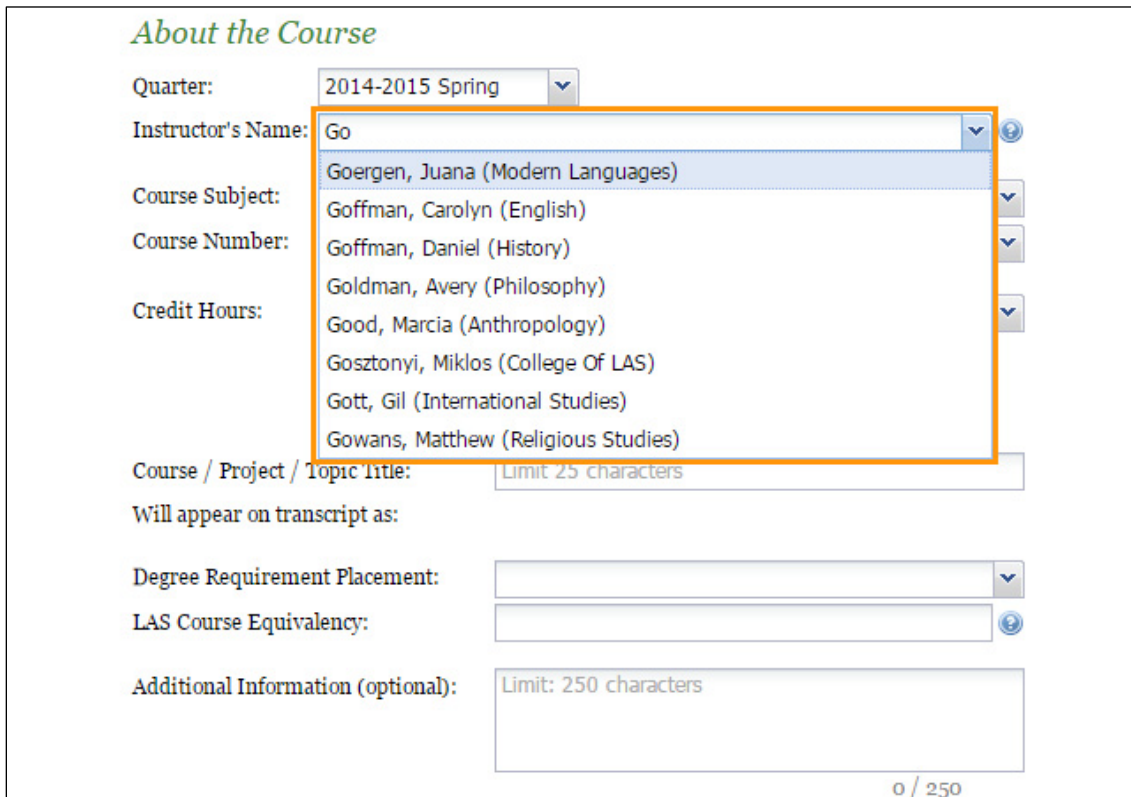
Course Subject:

Course Number:

Credit Hours:

Note: If you choose summer quarter, you will also have to select either 5-week or 10-week from the **Summer Session** drop-down list.

- b. Start typing the last name of the instructor in the **Instructor's Name** field and the name will appear in the drop-down list for you to click.



About the Course

Quarter:

Instructor's Name:

Course Subject:

Course Number:

Credit Hours:

Course / Project / Topic Title:

Will appear on transcript as:

Degree Requirement Placement:

LAS Course Equivalency:

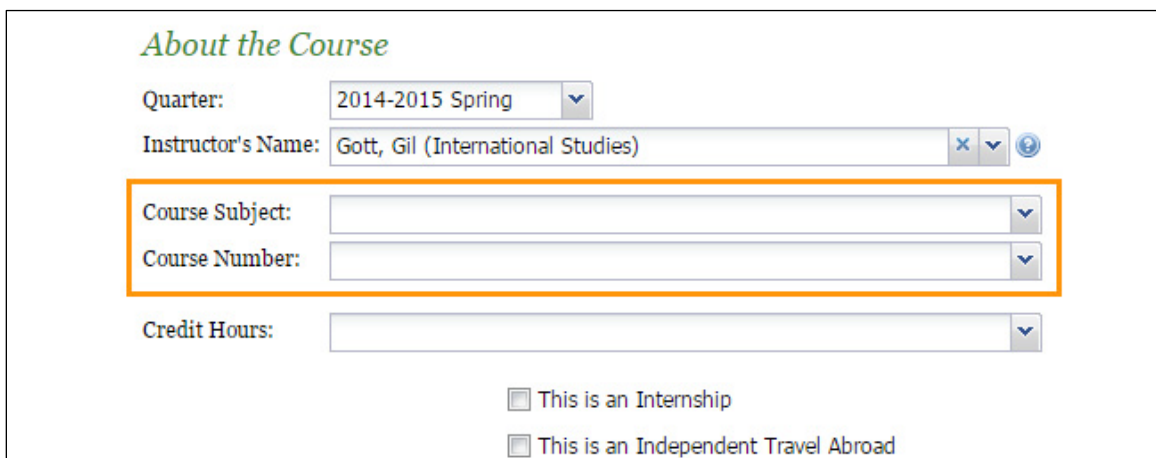
Additional Information (optional):

0 / 250

Note: If the instructor of your independent study is not listed or is outside of LAS, then select the chair of your independent study's department and enter the actual instructor's name along with an explanation in the **Additional Information** field. The name of the chair can be found on the faculty page of the [department's website](#).

- c. Select the department of the course and its number in the **Course Subject** and **Course Number** drop-down lists.

Note: Be sure to verify the subject and number of the course with the instructor.



About the Course

Quarter: 2014-2015 Spring

Instructor's Name: Gott, Gil (International Studies)

Course Subject: [Dropdown]

Course Number: [Dropdown]

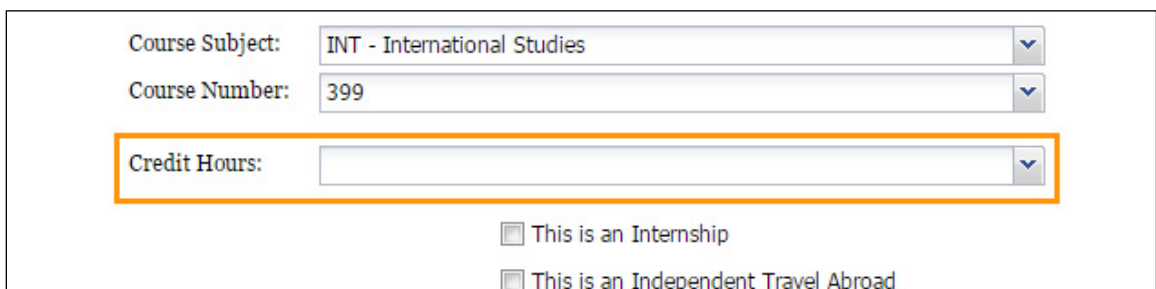
Credit Hours: [Dropdown]

This is an Internship

This is an Independent Travel Abroad

- d. Select the credit hours from the **Credit Hours** drop-down list.

Note: Be sure to verify the course's credit hours with the instructor.



Course Subject: INT - International Studies

Course Number: 399

Credit Hours: [Dropdown]

This is an Internship

This is an Independent Travel Abroad

- e. If the independent study is an internship, click the **This is an Internship** checkbox. If you plan to travel abroad, check the **This is an Independent Travel Abroad** checkbox.

Note: If you are traveling abroad, you must complete the [Travel Registration Application](#) at least 90 days prior to your departure in addition to filling out this application.

Credit Hours:	4
	<input type="checkbox"/> This is an Internship
	<input type="checkbox"/> This is an Independent Travel Abroad
Course / Project / Topic Title:	Limit 25 characters
Will appear on transcript as:	
Degree Requirement Placement:	
LAS Course Equivalency:	
Additional Information (optional):	Limit: 250 characters
	0 / 250

- f. Enter the title of your course/project/topic in the **Course / Project / Topic Title** field.

Credit Hours:	4
	<input type="checkbox"/> This is an Internship
	<input type="checkbox"/> This is an Independent Travel Abroad
Course / Project / Topic Title:	Limit 25 characters
Will appear on transcript as:	


Notice how the independent study will appear on your transcript.

Credit Hours:	4
	<input type="checkbox"/> This is an Internship
	<input type="checkbox"/> This is an Independent Travel Abroad
Course / Project / Topic Title:	The Multiethnic Dilemma
Will appear on transcript as:	Independent Study: The Multiethnic Dilemma
Degree Requirement Placement:	

- g. Select the degree requirement placement from the **Degree Requirement Placement** drop-down list.

Course / Project / Topic Title:	<input type="text" value="The Multiethnic Dilemma"/>
Will appear on transcript as:	Independent Study: The Multiethnic Dilemma
Degree Requirement Placement:	<div style="border: 2px solid orange; padding: 2px;"><input type="text" value=""/> Allied Field Experiential Learning (JYEL) Honors Capstone Minor Field Open Elective Primary Major Primary Major Field Elective Secondary Major Secondary Major Field Elective</div>
LAS Course Equivalency:	
Additional Information (optional):	

- h. Enter the direct course equivalency of your course or internship in the **LAS Course Equivalency** field. If it doesn't have a direct course equivalency, enter **Not Applicable**. If you do not know this answer, then ask the instructor.

Course / Project / Topic Title:	<input type="text" value="The Multiethnic Dilemma"/>
Will appear on transcript as:	Independent Study: The Multiethnic Dilemma
Degree Requirement Placement:	<input type="text" value="Primary Major"/>
LAS Course Equivalency:	<div style="border: 2px solid orange; padding: 2px;"><input type="text" value=""/> </div>
Additional Information (optional):	<div style="border: 1px solid #ccc; padding: 5px;"><p>Limit: 250 characters</p><div style="text-align: right;">0 / 250</div></div>
<input type="button" value="Submit this Undergraduate Application"/>	

- i. Enter your comments and other important information in the **Additional Information** field.

Course / Project / Topic Title:	<input type="text" value="The Multiethnic Dilemma"/>
Will appear on transcript as:	Independent Study: The Multiethnic Dilemma
Degree Requirement Placement:	<input type="text" value="Primary Major"/>
LAS Course Equivalency:	<input type="text" value="Not Applicable"/>
Additional Information (optional):	<div style="border: 1px solid orange; padding: 5px;"><p>Limit: 250 characters</p><p style="text-align: right;">0 / 250</p></div>

[Submit this Undergraduate Application](#)

6. After reviewing all of the information and verifying that it's correct, click the **Submit this Undergraduate Application** button to submit your request.

Course / Project / Topic Title:	<input type="text" value="The Multiethnic Dilemma"/>
Will appear on transcript as:	Independent Study: The Multiethnic Dilemma
Degree Requirement Placement:	<input type="text" value="Primary Major"/>
LAS Course Equivalency:	<input type="text" value="Not Applicable"/>
Additional Information (optional):	<div style="border: 1px solid orange; padding: 5px;"><p>Limit: 250 characters</p><p style="text-align: right;">0 / 250</p></div>

[Submit this Undergraduate Application](#)

Once the application has been submitted, a confirmation email will be sent to you and a notification email will be sent to both the instructor and the chair of the department notifying them of the request.

Additional Information (optional):

Limit: 250 characters


0 / 250

Application successfully submitted.*What's next?*

1. Your instructor has been notified for reviewing this application.
2. The instructor and department chair/program director must approve this application before the course is created.

This is all automated. You may monitor the status of this application on the [review page](#). Please contact your respective application's office for any questions (contact information listed at bottom of this page).

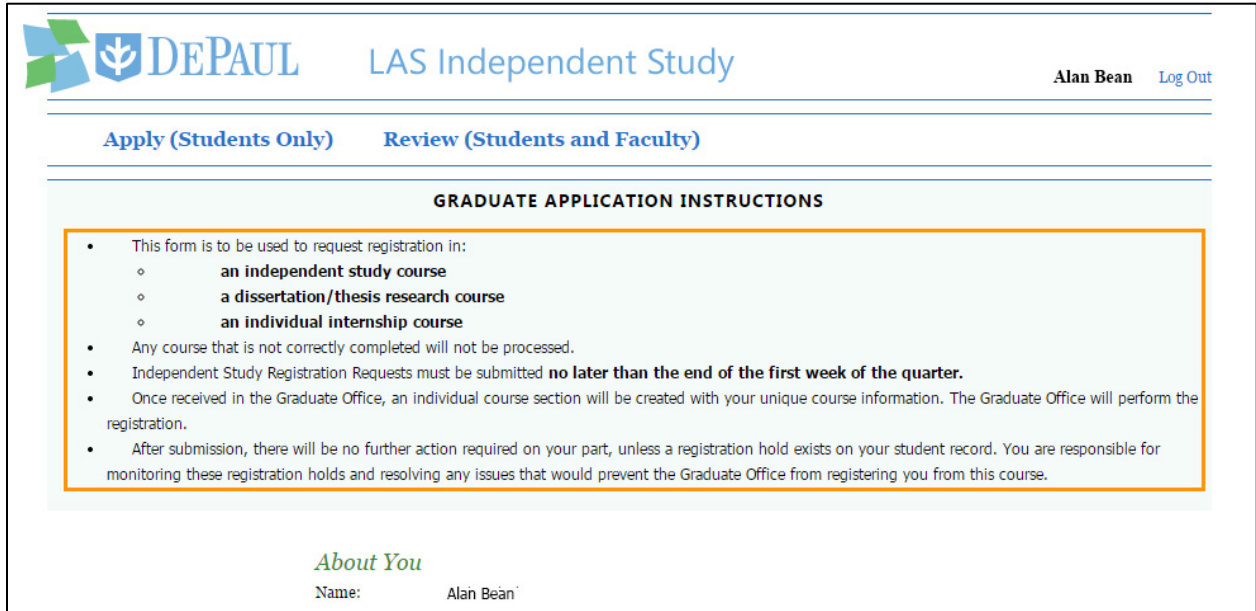
7. You can review the status of your request at any time by logging back into the application and clicking the **Review** link.

 DEPAUL LAS Independent Study Log Out[Apply \(Students Only\)](#)[Review \(Students and Faculty\)](#)**UNDERGRADUATE APPLICATION POLICIES**

- Independent Study courses do not carry over; a new application must be completed for each course every term
- Complete applications for standard Independent Studies must:
 - be submitted **no later than the last day to add classes for the term - the last day of the first week of a traditional quarter.**
 - indicate an equivalent course number (if applicable) and subject/topic title for course placement and transcript purposes.
- Applications will not be processed if they're incomplete, incorrect, or denied.

Graduate Independent Study

- A list of application policies is displayed for you to carefully read before proceeding with your independent study request.



The screenshot shows the top of the application page. It includes the DePaul logo and 'LAS Independent Study' header. A user profile 'Alan Bean' with a 'Log Out' link is in the top right. Below the header are two tabs: 'Apply (Students Only)' and 'Review (Students and Faculty)'. The main content area is titled 'GRADUATE APPLICATION INSTRUCTIONS' and contains a list of instructions. Below the instructions is an 'About You' section with the user's name 'Alan Bean'.

DEPAUL LAS Independent Study Alan Bean Log Out

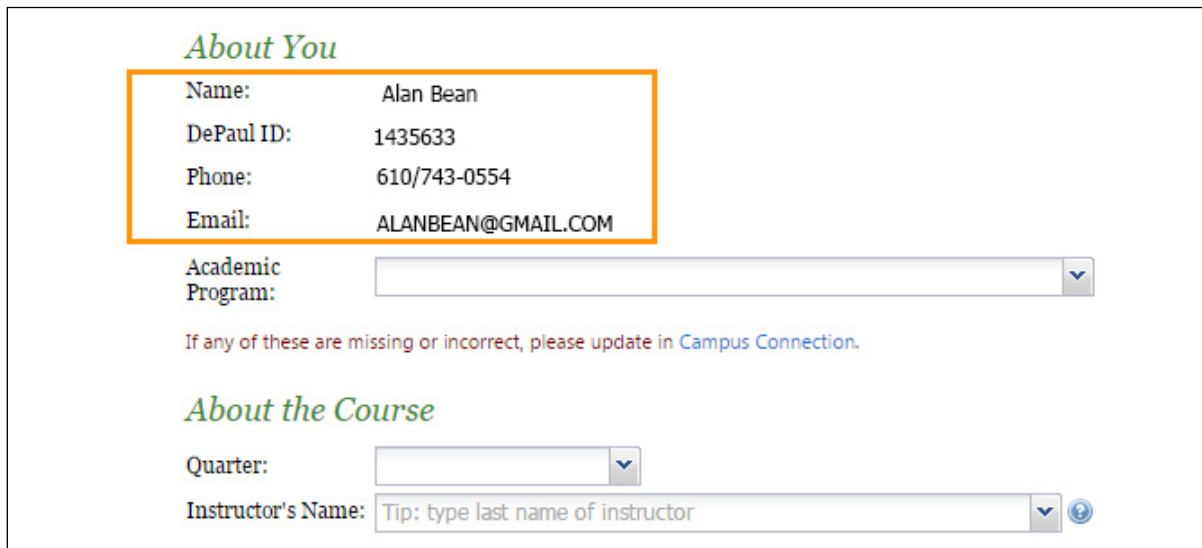
Apply (Students Only) Review (Students and Faculty)

GRADUATE APPLICATION INSTRUCTIONS

- This form is to be used to request registration in:
 - an independent study course
 - a dissertation/thesis research course
 - an individual internship course
- Any course that is not correctly completed will not be processed.
- Independent Study Registration Requests must be submitted **no later than the end of the first week of the quarter.**
- Once received in the Graduate Office, an individual course section will be created with your unique course information. The Graduate Office will perform the registration.
- After submission, there will be no further action required on your part, unless a registration hold exists on your student record. You are responsible for monitoring these registration holds and resolving any issues that would prevent the Graduate Office from registering you from this course.

About You
Name: Alan Bean

- The application is divided into two sections – **About You** and **About the Course**. Your name, DePaul ID, phone number, and email address will all be automatically displayed in the **About You** section, because the application is synced with the information you provided in Campus Connect.



The screenshot shows the 'About You' and 'About the Course' sections. The 'About You' section is highlighted with an orange border and contains the user's name, DePaul ID, phone number, and email address. Below this is an 'Academic Program' dropdown menu. The 'About the Course' section contains a 'Quarter' dropdown menu and an 'Instructor's Name' dropdown menu with a tip: 'Tip: type last name of instructor'.

About You

Name: Alan Bean
DePaul ID: 1435633
Phone: 610/743-0554
Email: ALANBEAN@GMAIL.COM

Academic Program:

If any of these are missing or incorrect, please update in [Campus Connection](#).

About the Course

Quarter:

Instructor's Name: Tip: type last name of instructor

5. Select your academic program from the **Academic Program** drop-down list.

About You

Name: Alan Bean
DePaul ID: 1435633
Phone: 610/743-0554
Email: ALANBEAN@GMAIL.COM

Academic Program:

If any of these are missing or incorrect, please update in [Campus Connection](#).

About the Course

Quarter:

Instructor's Name:

Course:

6. To submit the request, fill out the **About the Course** section.

- a. Select the quarter that you want to take the independent study for from the **Quarter** drop-down list.

About the Course

Quarter:

Instructor's Name:

Course:

Credit Hours:

This is an Internship
 This is an Independent Travel Abroad

Note: If you choose summer quarter, you will also have to select either 5-week or 10-week from the **Summer Session** drop-down list.

- b. Start typing the last name of the instructor in the **Instructor's Name** field and the name will appear in the drop-down list for you to click.

Note: If the instructor of your independent study is not listed or is outside of LAS, then select the chair/program director of your independent study's department/program and enter the actual instructor's name along with an explanation in the **Additional Information** field. The name of the chair/program director can be found on the faculty page of the [department's website](#).

About the Course

Quarter:

Instructor's Name:

- Goergen, Juana (Modern Languages)
- Goffman, Carolyn (English)
- Goffman, Daniel (History)
- Goldman, Avery (Philosophy)
- Good, Marcia (Anthropology)
- Gosztonyi, Miklos (College Of LAS)
- Gott, Gil (International Studies)
- Gowans, Matthew (Religious Studies)

Course:

Credit Hours:

Course / Project / Topic Title:

Will appear on transcript as:

Additional Information (optional):

0 / 250

- c. Select the course and its credit hours from the **Course** and **Credit Hours** drop-down lists.

Note: Be sure to verify this information with your instructor.

About the Course

Quarter:

Instructor's Name:

Course:

Credit Hours:

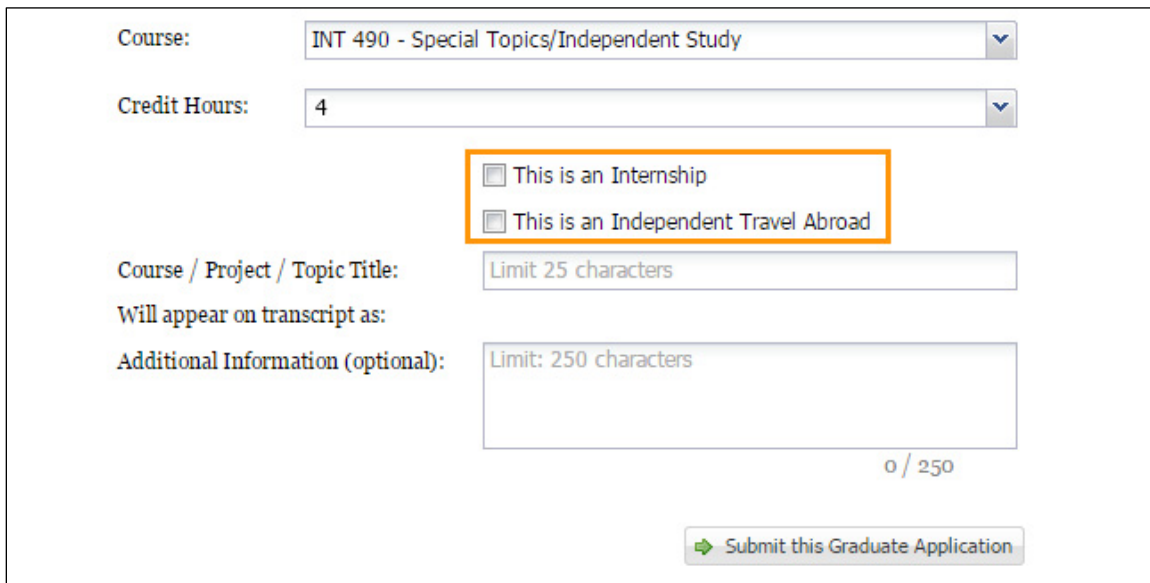
This is an Internship

This is an Independent Travel Abroad

Course / Project / Topic Title:

Will appear on transcript as:

- d. If the independent study is an internship, click the **This is an Internship** checkbox. If you plan to travel abroad, check the **This is an Independent Travel Abroad** checkbox.



Course: INT 490 - Special Topics/Independent Study

Credit Hours: 4

This is an Internship

This is an Independent Travel Abroad

Course / Project / Topic Title: Limit 25 characters

Will appear on transcript as:

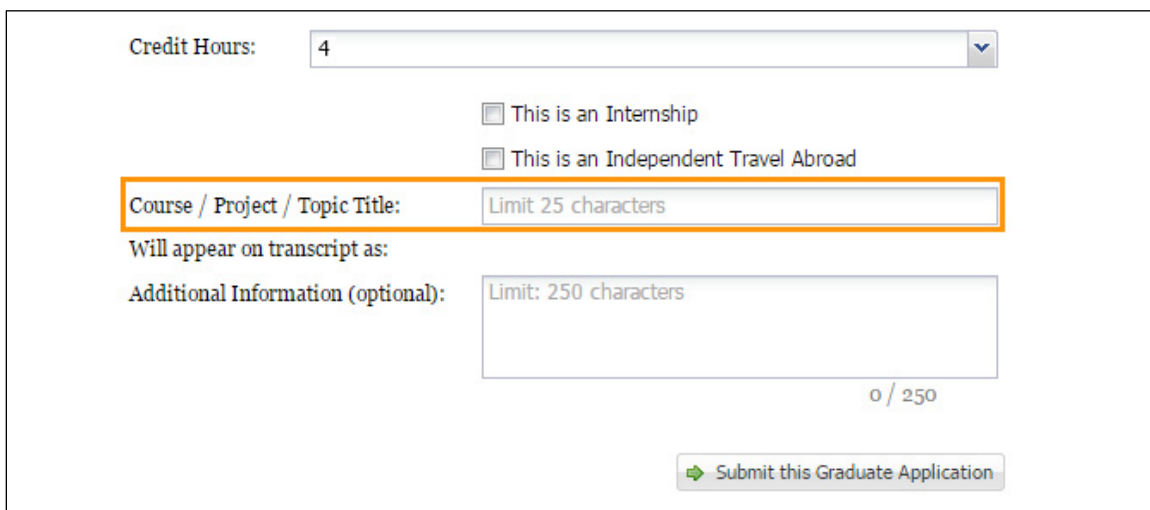
Additional Information (optional): Limit: 250 characters

0 / 250

Submit this Graduate Application

Note: If you are traveling abroad, you must complete the [Travel Registration Application](#) at least 90 days prior to your departure in addition to filling out this application.

- e. Enter the title of your course/project/topic in the **Course / Project / Topic Title** field.



Credit Hours: 4

This is an Internship

This is an Independent Travel Abroad

Course / Project / Topic Title: Limit 25 characters

Will appear on transcript as:

Additional Information (optional): Limit: 250 characters

0 / 250

Submit this Graduate Application

Notice how the independent study will appear on your transcript.

This is an Internship
 This is an Independent Travel Abroad

Course / Project / Topic Title:

Will appear on transcript as:

Additional Information (optional):

0 / 250

- f. Enter your comments and other important information in the **Additional Information** field.

This is an Internship
 This is an Independent Travel Abroad

Course / Project / Topic Title:

Will appear on transcript as:

Additional Information (optional):

0 / 250

7. After reviewing all of the information and verifying that it's correct, click the **Submit this Graduate Application** button to submit your request.

This is an Internship
 This is an Independent Travel Abroad

Course / Project / Topic Title:

Will appear on transcript as:

Additional Information (optional):

0 / 250

Once the application has been submitted, a confirmation email will be sent to you and a notification email will be sent to both the instructor and the director of your program notifying them of the request.

Will appear on transcript as:	Independent Study: The Multiethnic Dilemma
Additional Information (optional):	<input type="text" value="Limit: 250 characters"/>
	0 / 250


Application successfully submitted.

What's next?

1. Your instructor has been notified for reviewing this application.
2. The instructor and department chair/program director must approve this application before the course is created.

This is all automated. You may monitor the status of this application on the [review page](#). Please contact your respective application's office for any questions (contact information listed at bottom of this page).

8. You can review the status of your request at any time by logging back into the application and clicking the **Review** link.

 DEPAUL	LAS Independent Study	Log Out
Apply (Students Only)	Review (Students and Faculty)	
GRADUATE APPLICATION INSTRUCTIONS		
<ul style="list-style-type: none">• This form is to be used to request registration in:<ul style="list-style-type: none">◦ an independent study course◦ a dissertation/thesis research course◦ an individual internship course• Any course that is not correctly completed will not be processed.		