DEPAUL LAS Independent Study

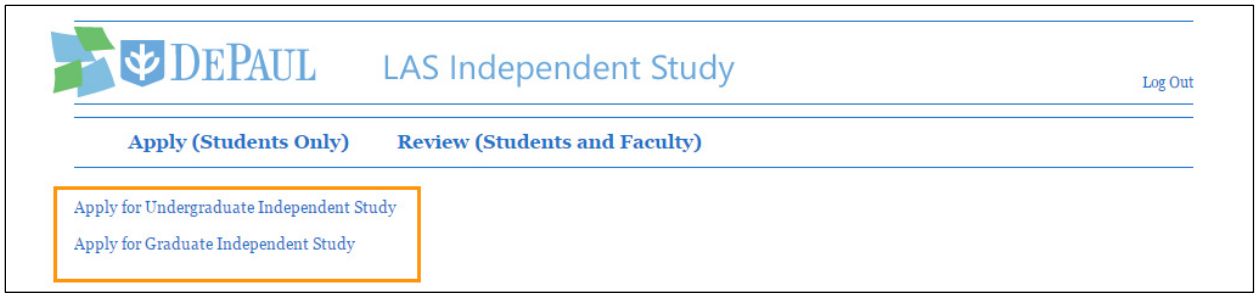
Requesting an Independent Study

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.



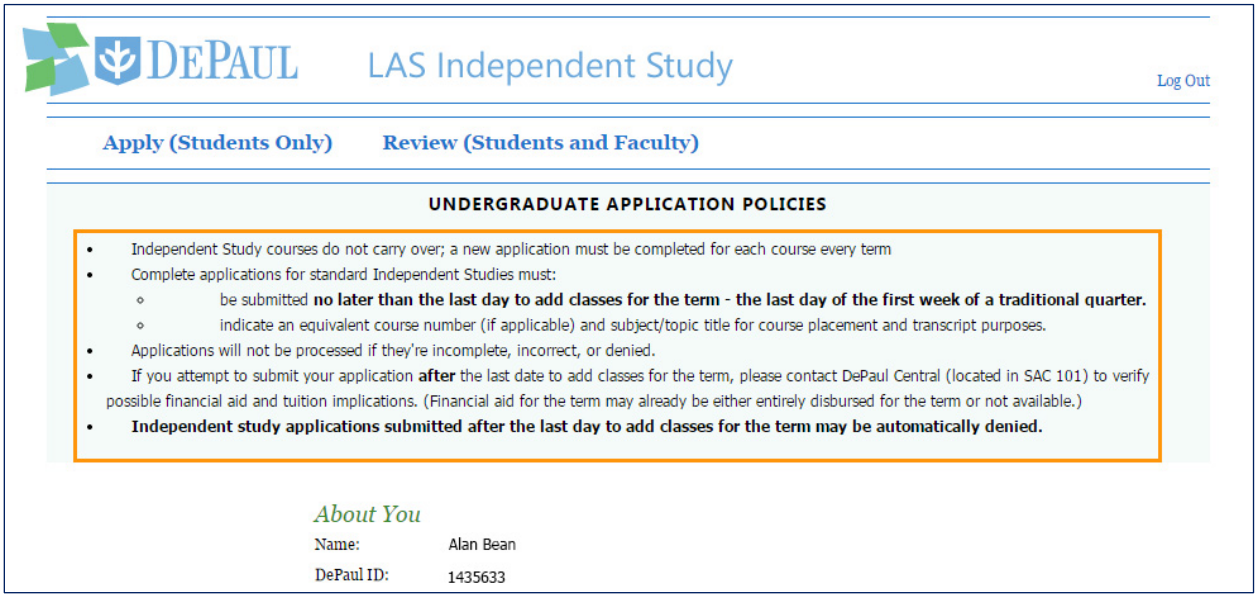
   Click the appropriate link below to move to the section that shows steps relevant for you:

   Instructions for Graduate Students

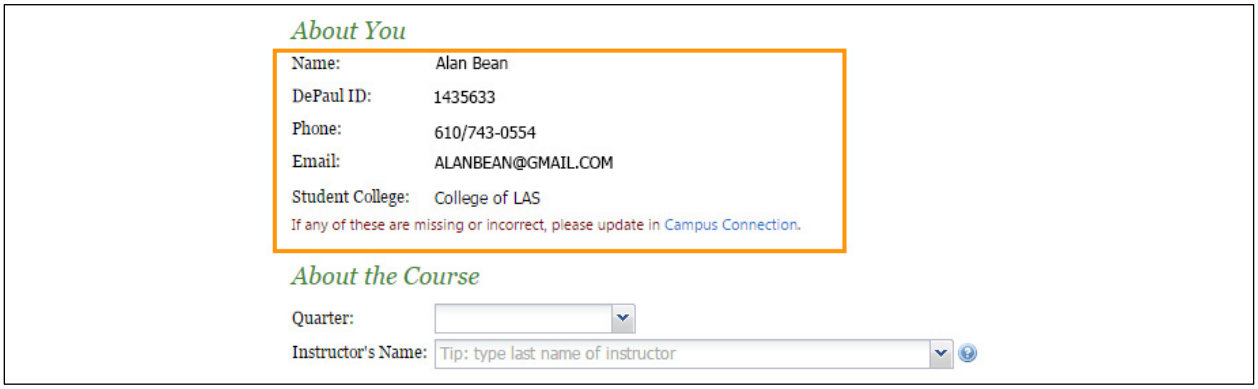
   Instructions for Undergraduate Students

Undergraduate Independent Study

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



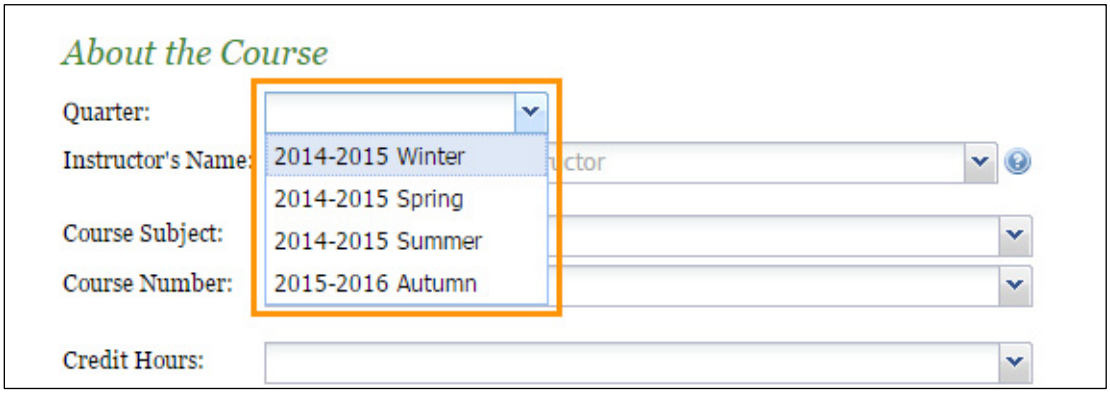
4. The application is divided into two sections – **About You** and **About the Course**. Your name, DePaul ID, phone number, email address, and college will all be automatically displayed in the **About You** section, because the application is synced with the information you provided in Campus Connect.



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

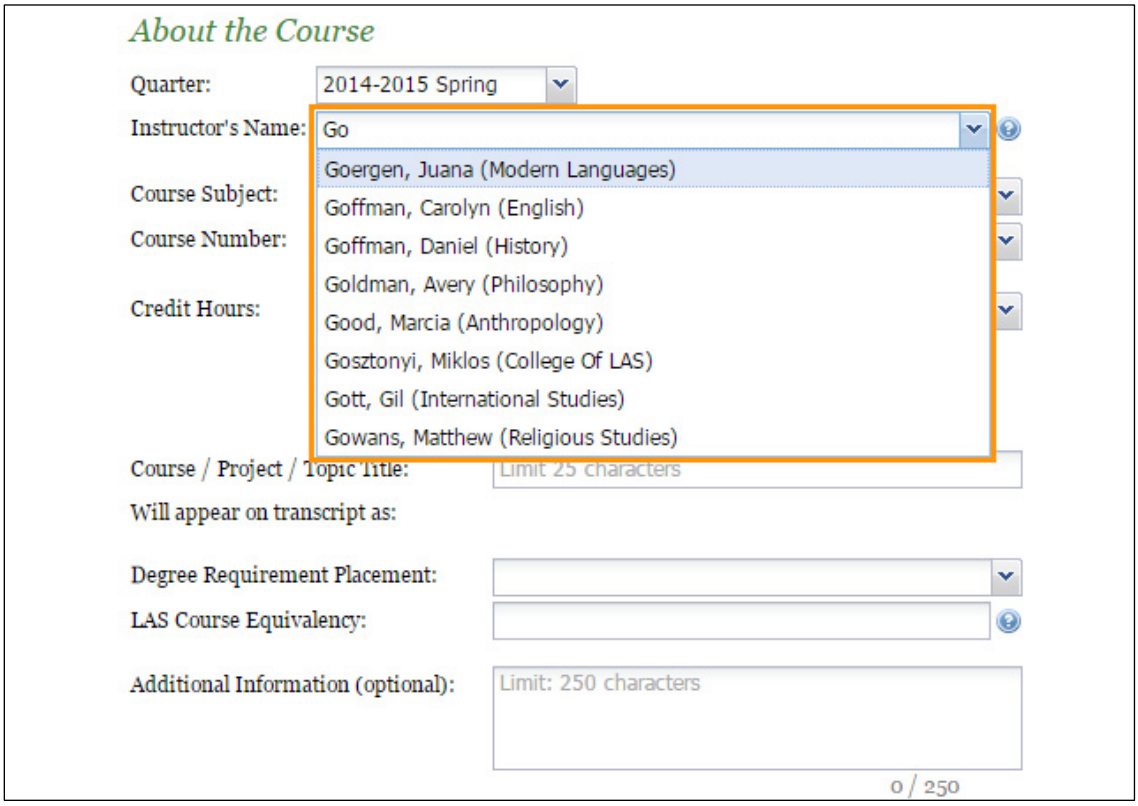
5. To submit the request, fill out the **About the Course** section.

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



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.

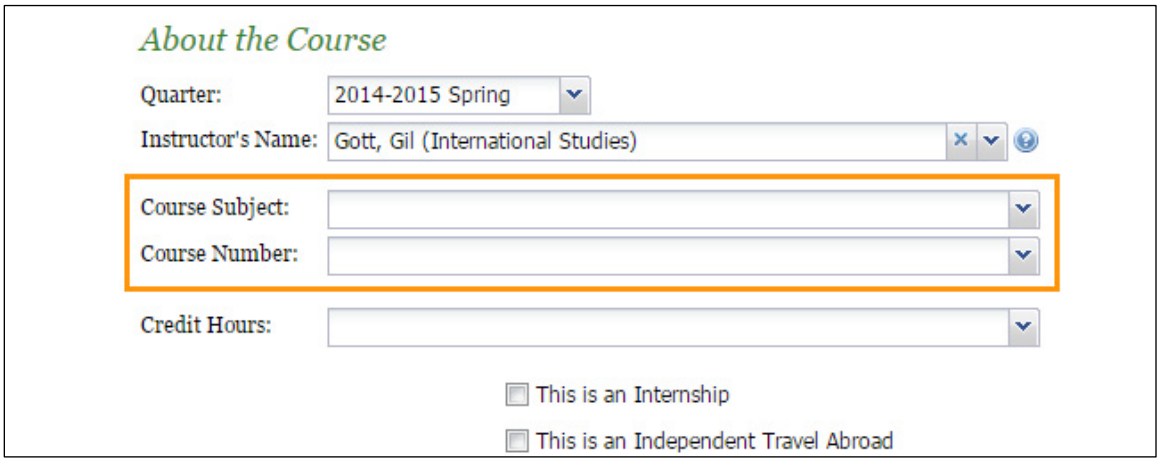
b. Start typing the last name of the instructor in the **Instructor's Name** field and the name will appear in the drop-down list for you to click.



Note: If the instructor of your independent study is not listed or is outside of LAS, then select the chair 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.

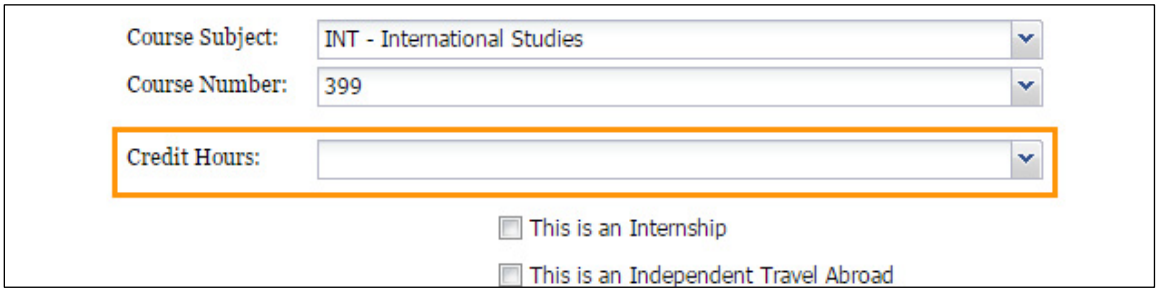
c. Select the department of the course and its number in the **Course Subject** and **Course Number** drop-down lists.

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



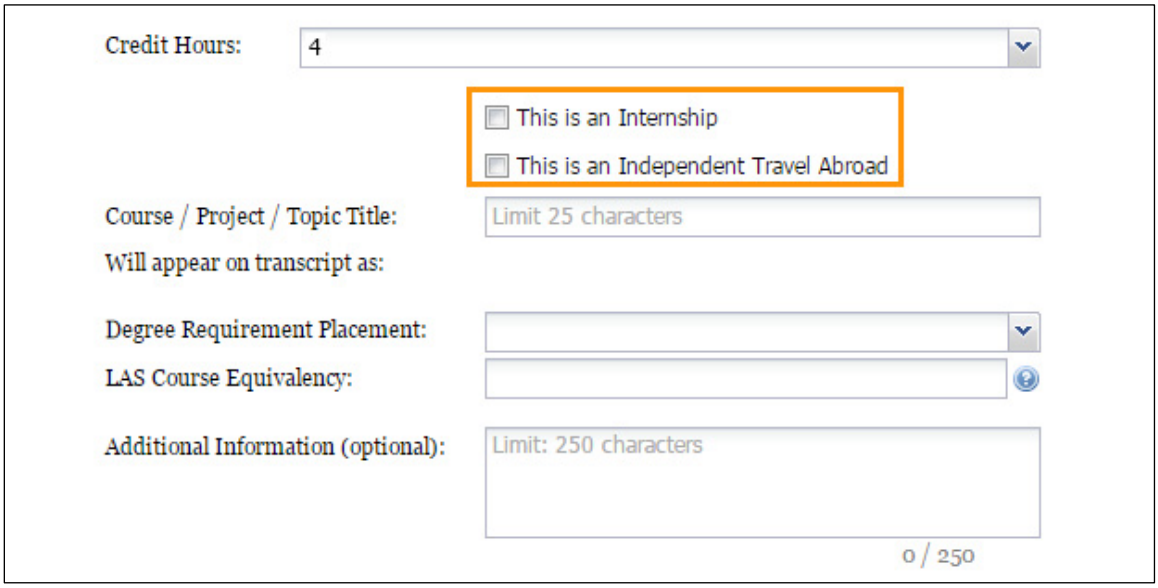
d. Select the credit hours from the **Credit Hours** drop-down list.

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



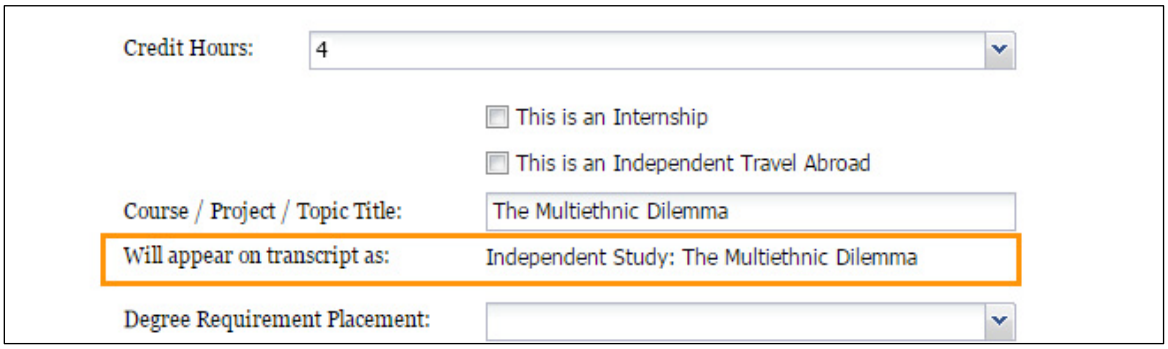
e. If the independent study is an internship, click the **This is an Internship** checkbox. If you plan to travel abroad, check the **This is an Independent Travel Abroad** checkbox.

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.

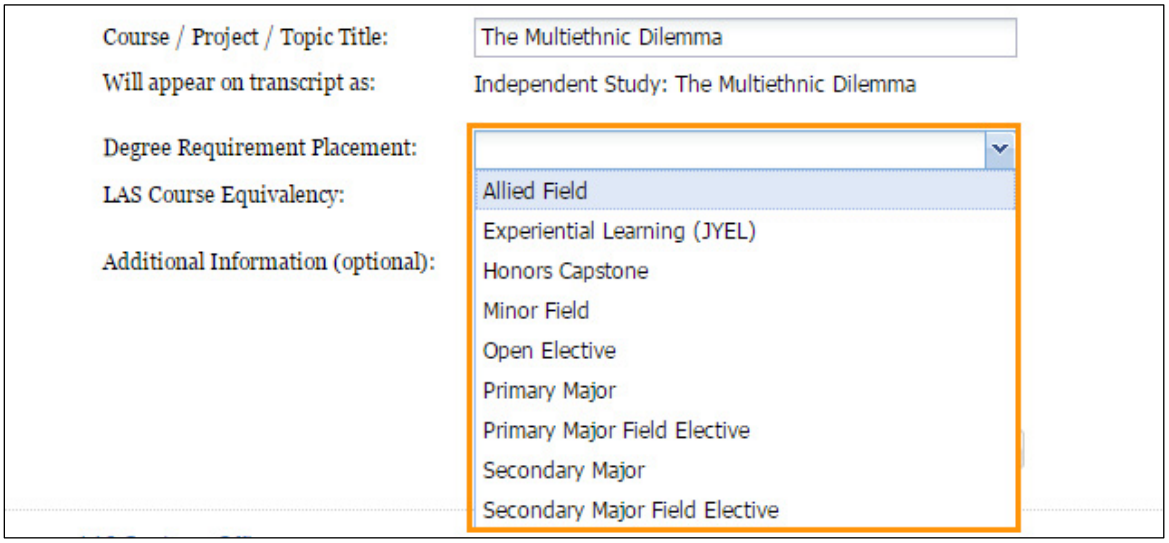


f. Enter the title of your course/project/topic in the **Course / Project / Topic Title** field.

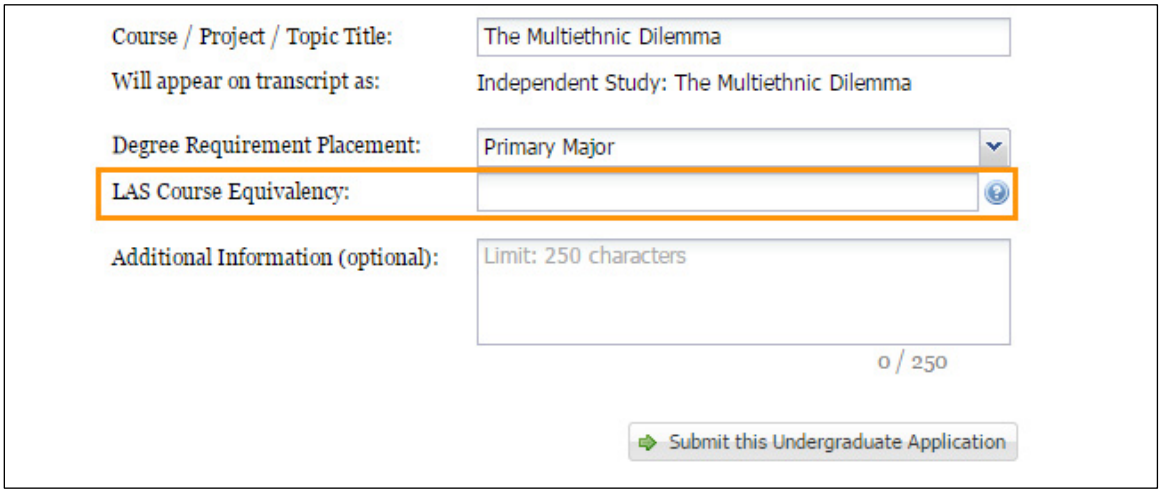
Notice how the independent study will appear on your transcript.



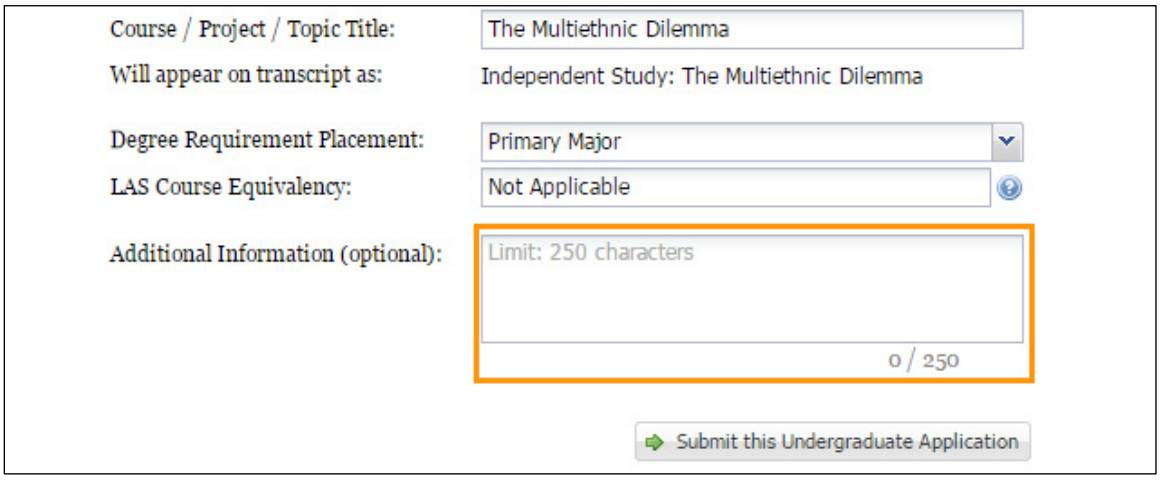
g. Select the degree requirement placement from the **Degree Requirement Placement** drop-down list.



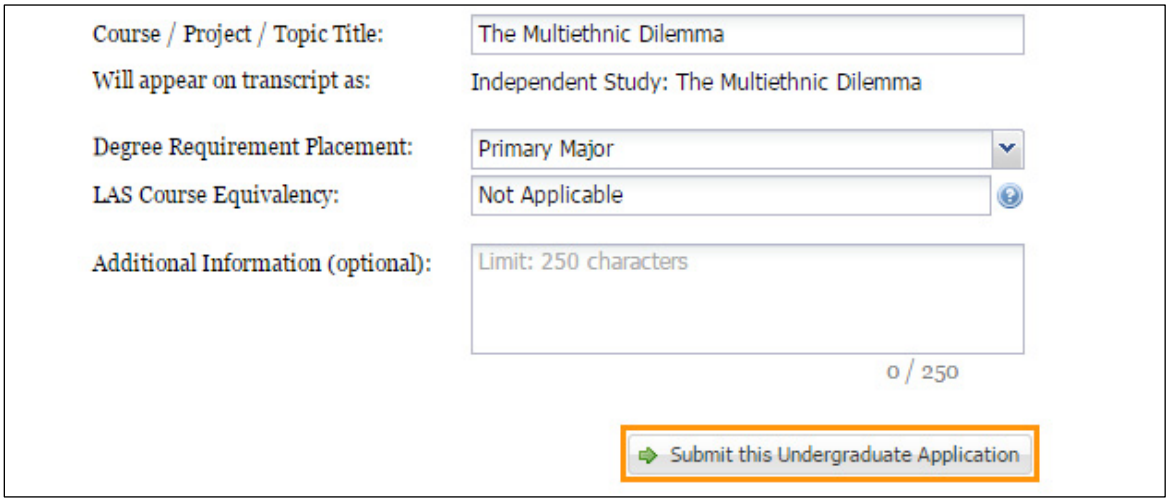
h. Enter the direct course equivalency of your course or internship in the **LAS Course Equivalency** field. If it doesn't have a direct course equivalency, enter **Not Applicable**. If you do not know this answer, then ask the instructor.



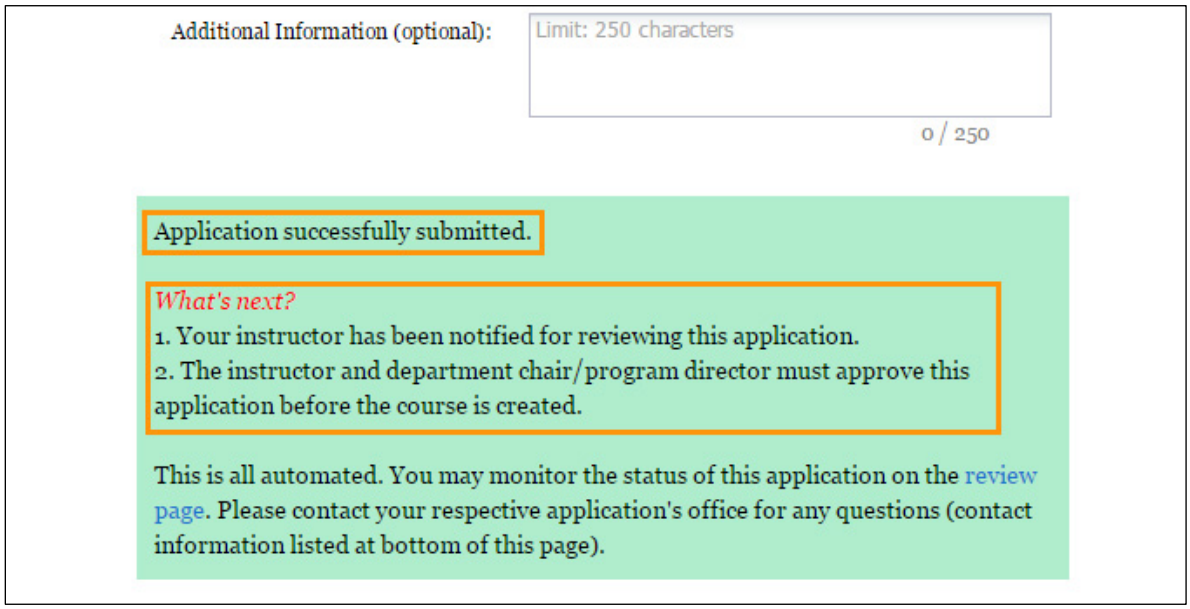
i. Enter your comments and other important information in the **Additional Information** field.



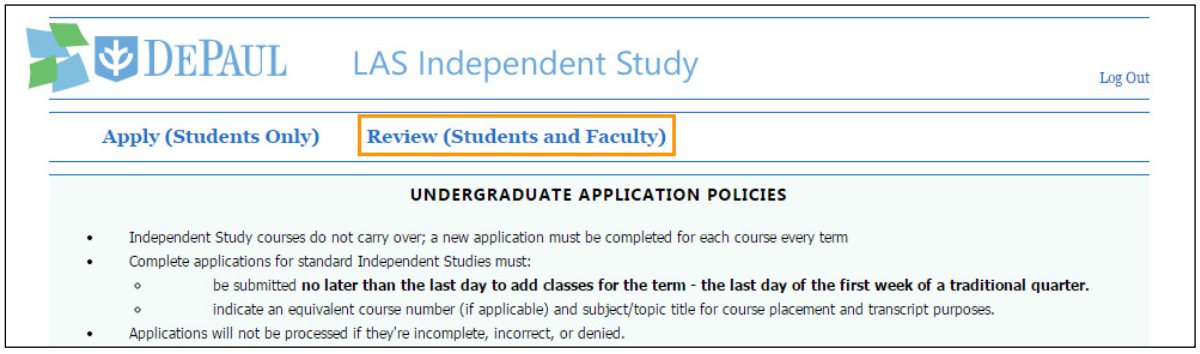
6. After reviewing all of the information and verifying that it's correct, click the **Submit this Undergraduate Application** button to submit your request.



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.



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



Graduate Independent Study

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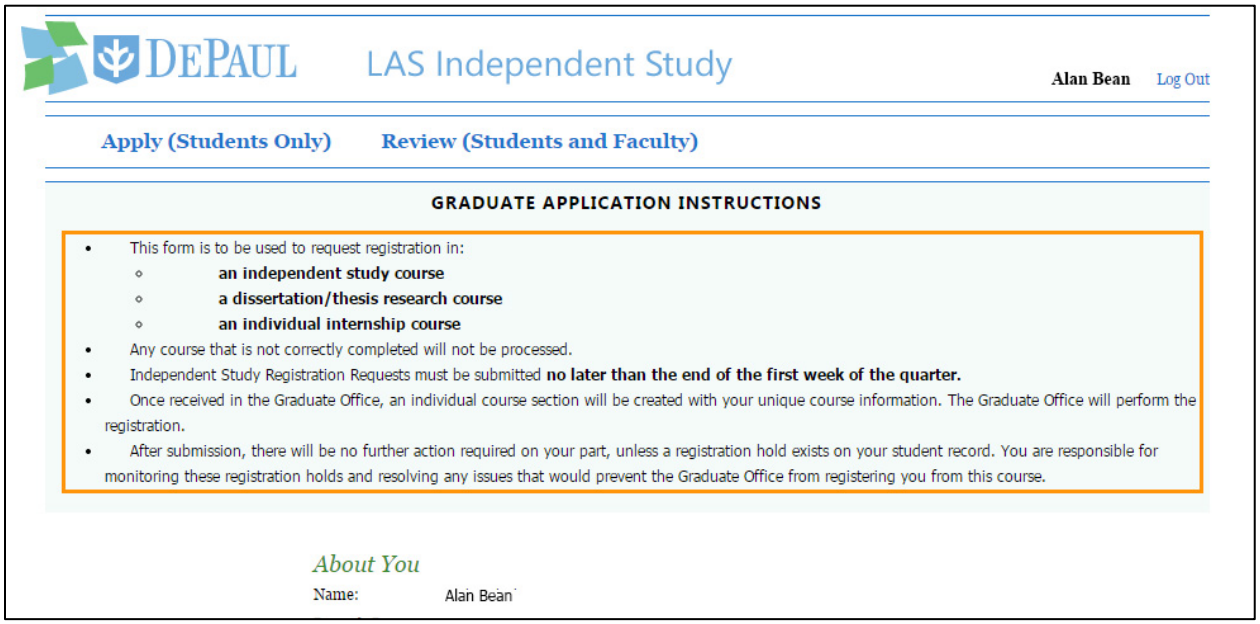

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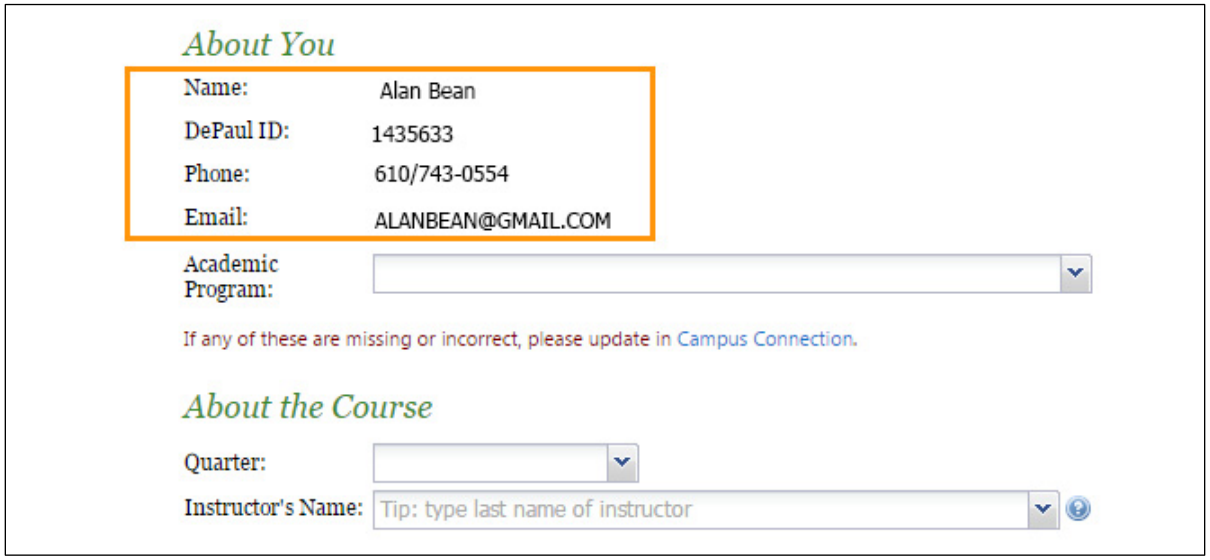
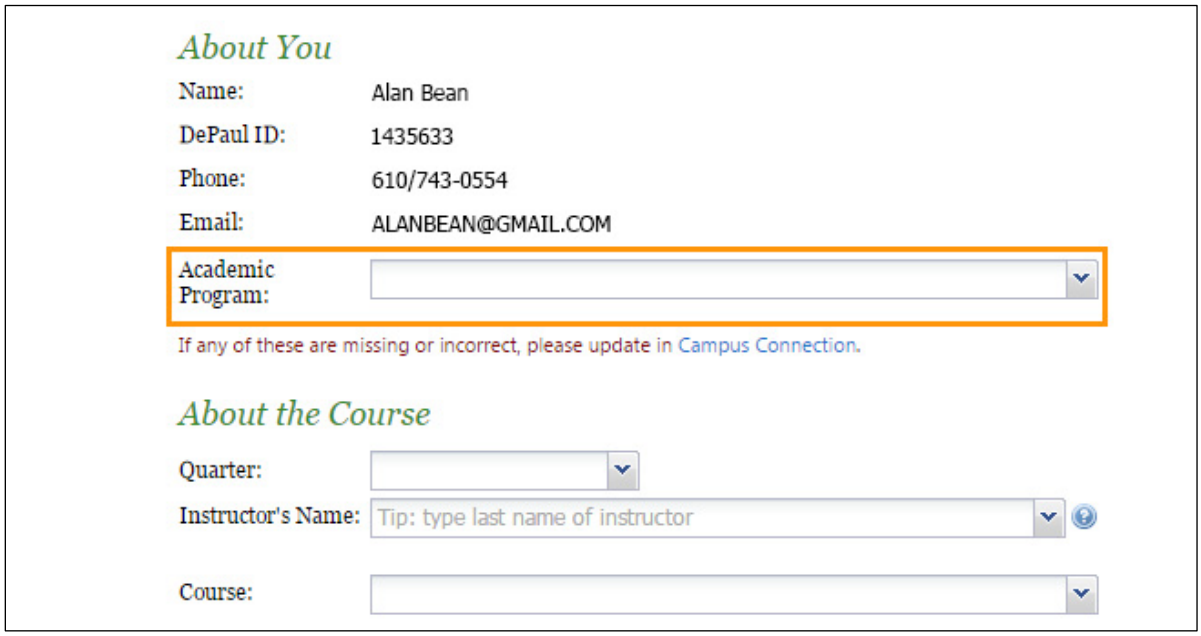
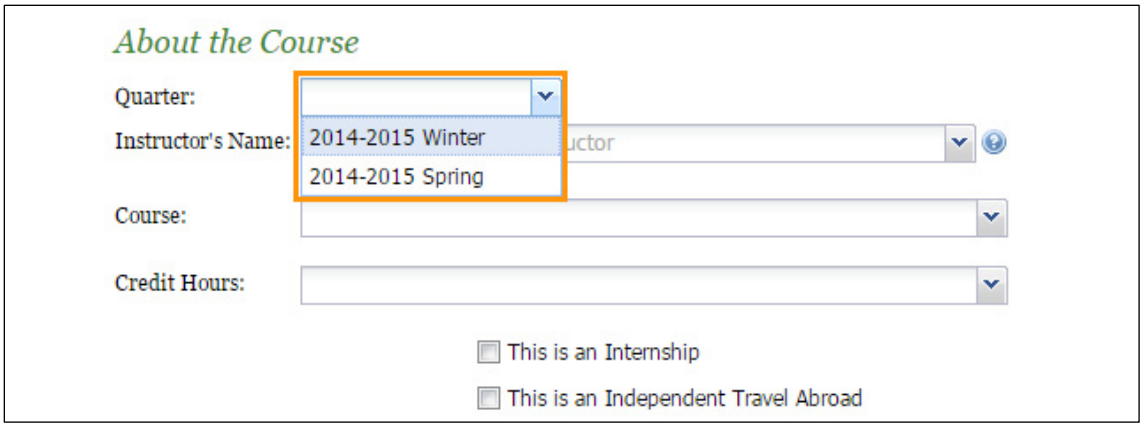


5. Select your academic program from the **Academic Program** drop-down list.



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.



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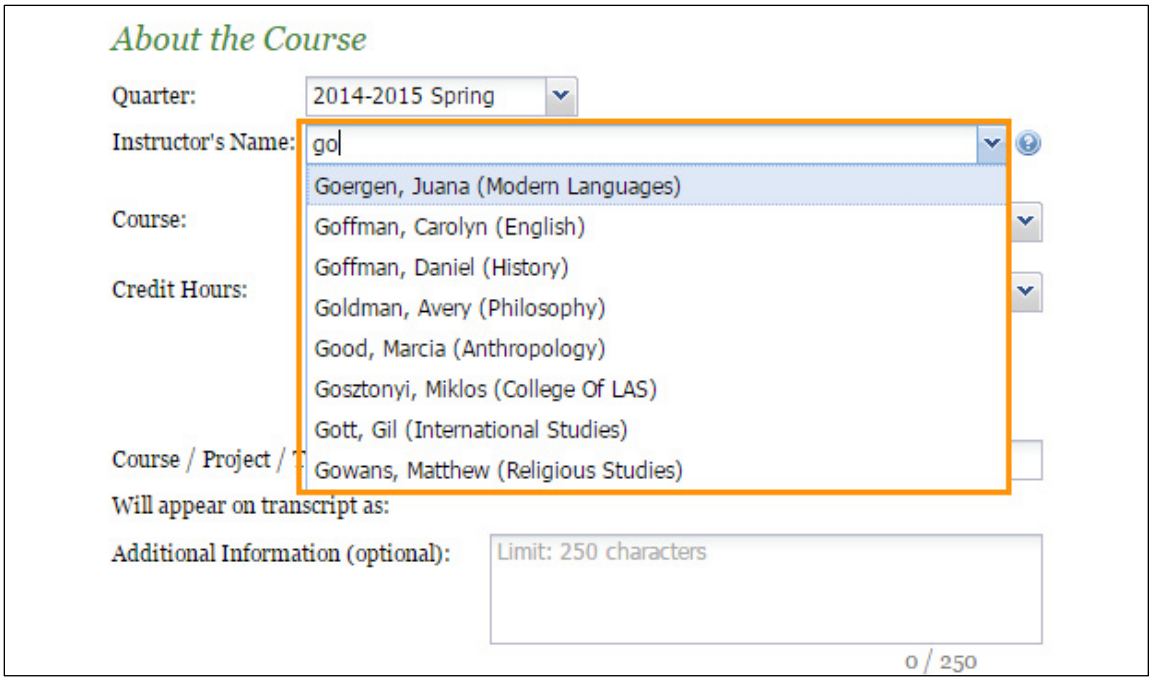
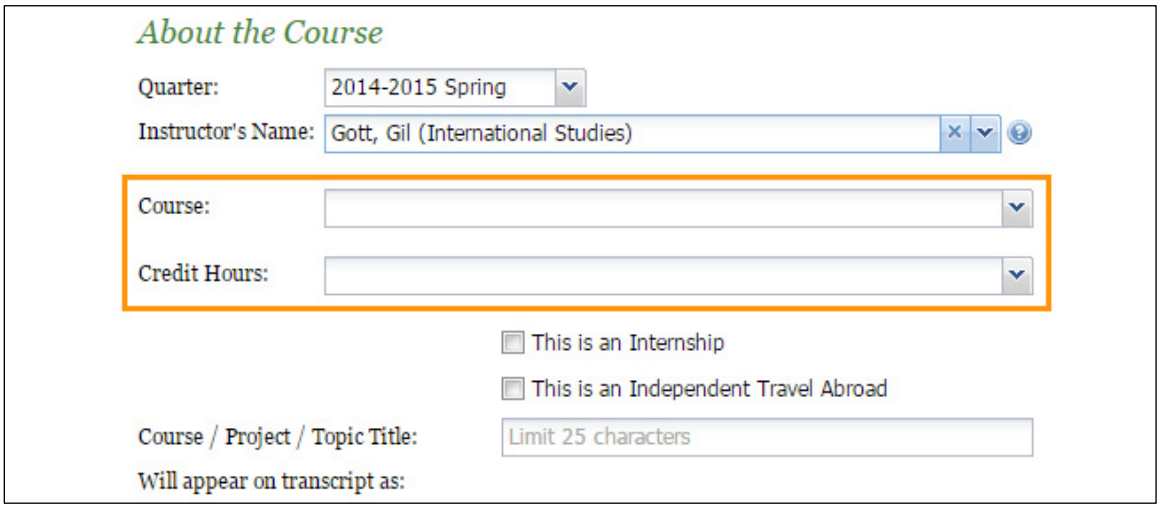
   b. Start typing the last name of the instructor in the **Instructor's Name** field and the name will appear in the drop-down list for you to click.

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.



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.



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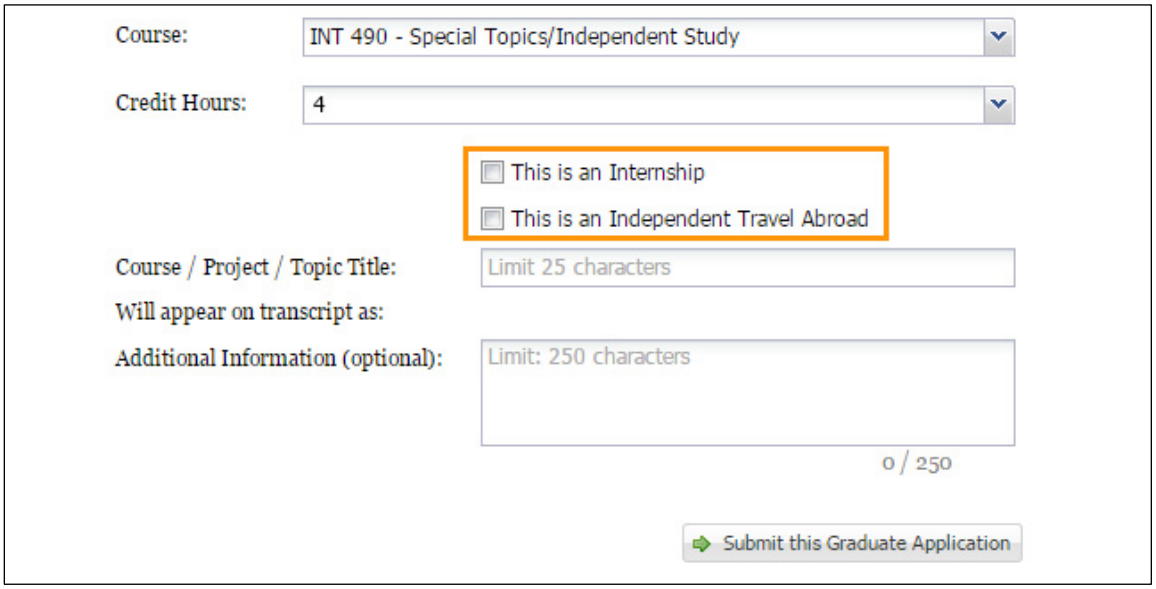

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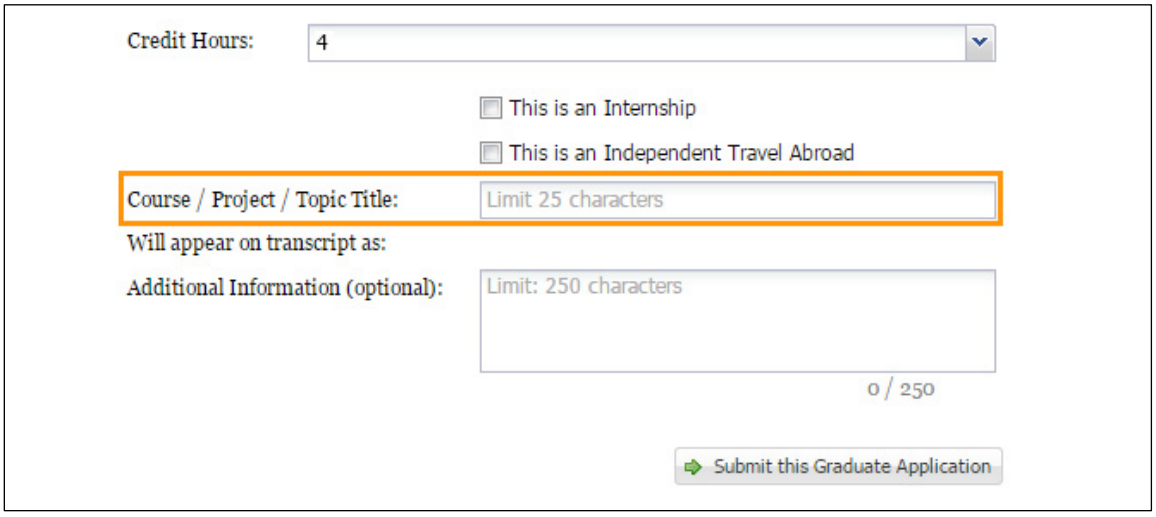

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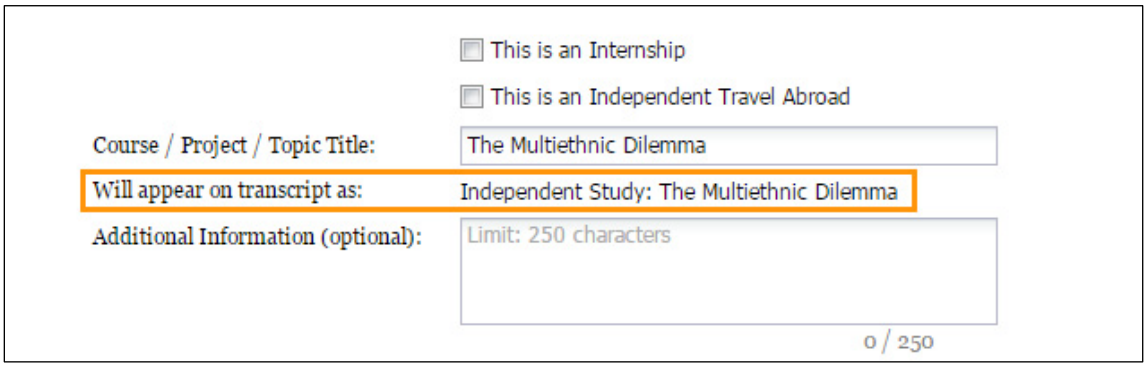

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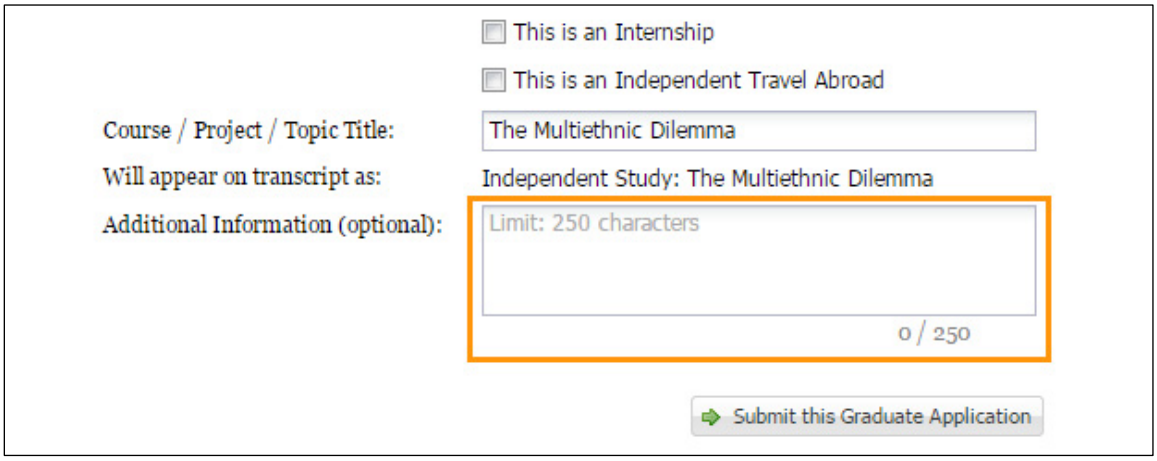
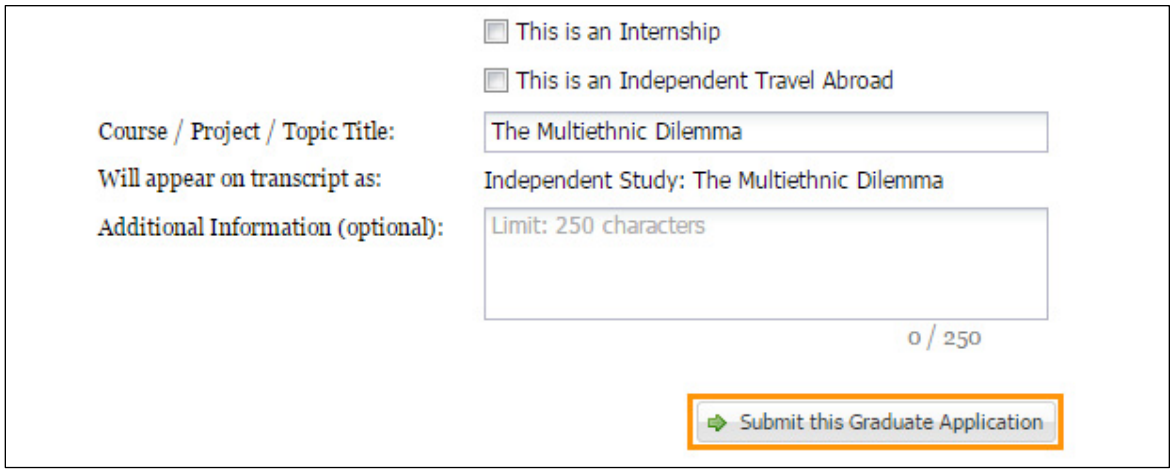


7. After reviewing all of the information and verifying that it's correct, click the **Submit this Graduate Application** button to submit your request.



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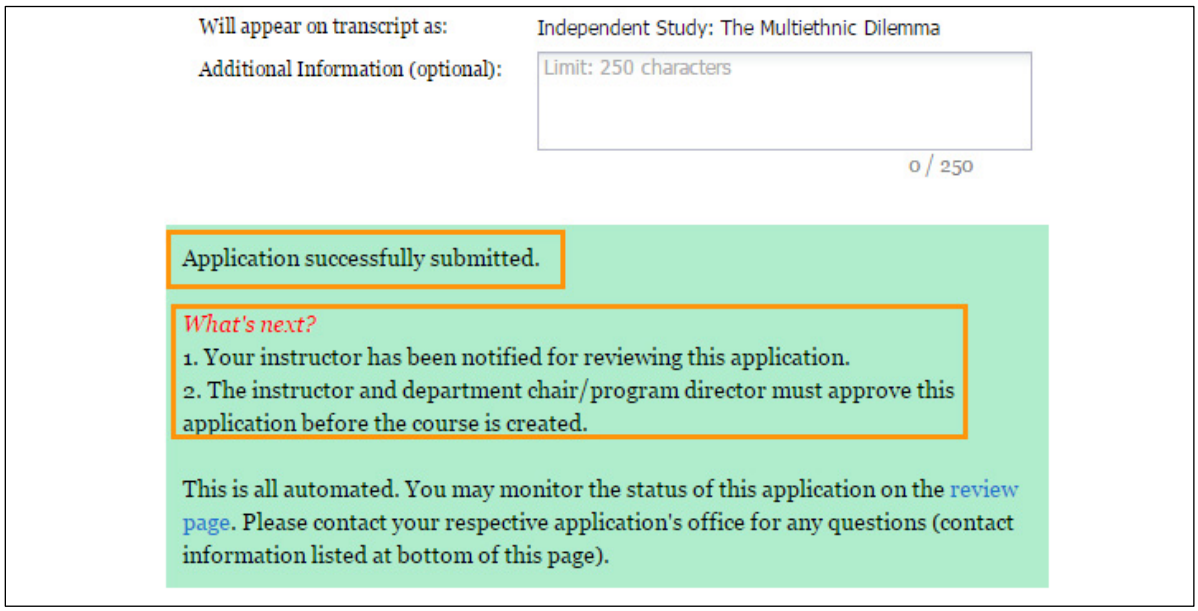
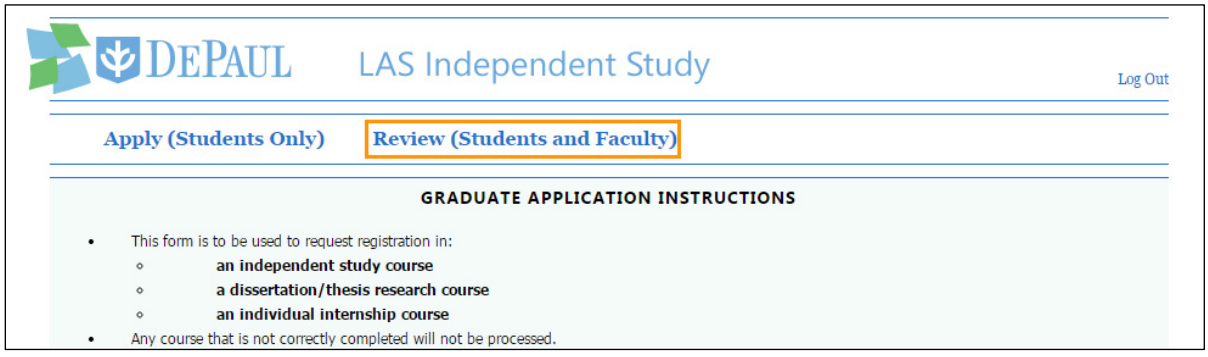
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