Instructions for Students Requesting Independent Studies

An Independent Study is considered a secondary educational process at Sullivan University and as such it is reserved for emergencies only such as when two classes needed to graduate are scheduled at the same time/same night and delaying either of them to a later quarter has the potential to delay graduation.

An independent Study is not a means of acquiring a double option in a baccalaureate degree program. Students are not allowed to take option classes by Independent Study unless they have the approval of the Vice President of Academic Affairs.

An Independent Study is for those students who:

1. Are not in a dual concentration enrollment.
2. Have not been previously enrolled in the class.
3. Are two quarters or less from graduation.
4. Are requesting only one Independent Study.
5. Have a grade point average of 3.5 or better.
6. Are in a program of study that requires the class.

BSBA DUAL CONCENTRATION STUDENTS ARE NOT ELIGIBLE

All of the steps below must be completed in the following order:

1. Obtain a request for Independent Study from the Administrative Office.
2. Go to the registrar’s office in academic services to obtain a copy of your planner. **Attach the planner to the request form.**
3. Complete your portion of the request and sign it.
4. Have the Vice President’s Administrative Assistant complete and sign the verification information.
5. Contact the appropriate Department Chair first for approval/disapproval signature and, if approved, the Department Chair will designate an Instructor to conduct the Independent Study.
6. Contact the designated Instructor for approval/disapproval signature to conduct the Independent Study.
7. Return the request with the attached planner to the office of the Vice President of Academic Affairs no later than the Thursday of the ninth week of the Quarter preceding the Quarter the Independent Study is to be conducted. The Vice President will approve/disapprove the Independent Study.
8. Notification regarding approval/disapproval of your request will be sent to you by letter. If you need earlier notification, call or stop by the Vice President’s office.