



CORBAN UNIVERSITY

OFFICE OF THE REGISTRAR
5000 DEER PARK DRIVE SE, SALEM, OR 97317
503-375-7017 | 503-585-4316 fax
registrar@corban.edu

Independent Study Request Corban University Graduate Programs

Student Name: _____ ID # _____ Date: _____

Course Number and Name: _____
(For new courses, course number and name will be determined in collaboration with department faculty and registrar.)

Cumulative GPA: _____
Total Independent study credits earned to date from institution: _____

Semester: Fall _____ Spring _____ Summer _____

Program: _____

Type or print your rationale for undertaking this study here. Please address the criteria listed on the **Independent Study Guidelines** accompanying this form when writing the rationale (attach separate sheet if necessary)

Students Signature: _____ Date: _____

Department Chairs Signature: _____ Date: _____

Steps for Approval of Independent Study

- Program Director Preliminary Approval
- Instructor Permission
- Course Syllabus created and submitted to Program Chair
- Program Director submits Request and Syllabus to Registrar (approval may be granted in some cases with an overview of course requirements rather than a complete syllabus)
- Registrar approval
- Course will be added to schedule and student will be registered.

FOR REGISTRAR'S OFFICE USE ONLY

Approved Unapproved

Comments:

Date received in office: _____ Date added to student schedule: _____

Payment: _____ Date: _____

Independent/Directed Studies Guidelines
from the Corban University Academic Catalog

Graduate students may request permission to do a course of special study. Directed Studies may be considered when there is a schedule conflict that cannot be resolved any other way. The student requesting the Directed Study must have a minimum GPA of 3.0 and be current on all course work.

Arrangements for special study are initiated by the student with his or her advisor, and are contingent upon consultation with and approval of the appropriate dean or director. Directed Study courses are limited offerings and dependent upon a variety of factors, including availability of faculty. Additional conditions or factors are as follows:

1. No more than six hours per semester are to be taken.
2. No more than nine hours of Directed Study are taken over the course of study.
3. MS Ed and GTL program students only:
 - a. The Directed Study fee does not apply to content elective courses for students in the MS Ed or GTL program that candidate must complete to meet graduation requirements. These courses are paid for at the same rate as all other graduate courses.
 - b. The Directed Study fee does not apply to courses that must be taken out of sequence due to no decision or action on part of the student. These courses are paid for at the same rate as all other graduate courses.
4. The fee for a Directed Study is an addition to tuition charges. The exception is MS Ed or GTL content courses required as part of the students' program. Please reference the Academic Catalog for current Independent Study fees.