

SCHOOL OF MUSIC
INDEPENDENT STUDY OR RESEARCH APPLICATION FORM

INSTRUCTIONS AND INFORMATION

- All independent studies taken for-credit during the academic year **must be approved in advance** of the semester they are undertaken, or, if this is not possible, **no later than the end of the second week of the semester in which the work will be carried out.**
- Students may also enroll in independent study courses during winter and summer sessions; students must submit the completed application in advance of the published deadline, and no later than the Add/Drop deadline determined by the [Office of Extended Studies](#) (607-274-3143).
- There are four sections to this application. Each section must be completed. After completing sections I-III, print out the application and collect the necessary signatures for section IV.
- Information on the form must be typed. Handwritten forms will not be accepted.
- The completed application form, including all required signatures, should be submitted to the School of Music Dean's Office.
- Questions regarding the form and/or application process should be directed to [Associate Dean](#) of the School of Music

Note on Eligibility: Students enrolling in an independent study or research must be in good standing at the College. In addition, students are expected to have discussed the independent study and/or research opportunity and developed learning goals in conjunction with their faculty sponsor.

I. REGISTRATION INFORMATION

Name	Student ID #	Expected Graduation Date
Semester, Part of Term (Full/First Half/Second Half) & Year of Independent Study	Department (Undergrad MUMC, Grad MUTH), Course Number (Undergrad 19900/29900/39900/49900, Graduate 65400/65500)	How many credits? (Minimum of 45 hours per course credit; complete the credit calculation in Part III to determine credits)
Name and Department of Faculty Sponsor		Email and Phone Contact for Faculty Sponsor
Short Title of Project:		

II. STUDENT INFORMATION

Student School/Division	Student Major	Student Minor (if applicable)
Student Email address	Student Mailing Address	Student Local Phone or Cell Number

III. INDEPENDENT STUDY SYLLABUS

Student: parts A through E to be completed by the student in consultation with the faculty sponsor.

Faculty: part F to be completed by faculty sponsor.

Note: Effective independent study/research experiences require appropriate academic preparation, regular consultation with a faculty mentor, and a clear plan of action. This application form constitutes the syllabus for this individualized for-credit study option; answers should reflect thoughtful planning between the student applicant and the faculty sponsor.

A. Describe the topic of the study or research project.
B. For independent study courses: please provide a tentative reading list for the course.
C. Describe the learning objectives of this individualized project (e.g., what specific skills, knowledge, or capacities do you expect to gain from this experience)?

D. Discuss the relationship between your academic program and preparation (e.g., courses taken, extracurricular projects pursued, etc.) and this project.			
E. Calculation of time to be spent on various activities, including (but not limited to):			
Type of Activity	# of Hours/Week	# of Weeks*	Total Hours
Reading and/or conducting research			
Meeting/interacting with faculty sponsor (maximum of 2 hours per credit per semester): NO PRIVATE OR SMALL GROUP LESSONS ALLOWED			<div style="display: flex; justify-content: space-around;"> 2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> </div>
Completing logs, journals, and/or papers			
Other (specify):			
<small>*A semester is 14 weeks, plus one week of exams.</small>			
F. Faculty sponsors are responsible for providing a grade for the student's work on the independent study. Please list here the components of the project that will be evaluated for a grade, and the weight given to each component.			

IV. REQUIRED SIGNATURES

Your signature on this form confirms that you agree to the terms of the independent study/research project as described in this application. Students should be aware that their departments and/or faculty sponsors may require additional information, beyond what is included in this application, as part of the independent study/project approval process.

STUDENT		DATE	
STUDENT'S ADVISER		DATE	
FACULTY SPONSOR. <small>By signing here, I understand that the current rate of pay is \$39.26 per credit. I understand that private lessons are not permitted.</small>		DATE	
CHAIR OF SPONSOR'S DEPARTMENT (GRAD CHAIR FOR GRADUATE STUDENTS)		DATE	
DEAN, SCHOOL OF MUSIC		DATE	

Note: All signatures on this page must be secured before the application is submitted to the School of Music Dean's Office.

SCHOOL OF MUSIC OFFICIAL USE ONLY	
Hold on Student Account <input type="checkbox"/> Yes <input type="checkbox"/> No	Log Date _____
Dropping a Course(s) to Add an Independent Study? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, course info. _____	Registered <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Credits Currently Enrolled _____	Section Number _____ CRN _____
Associate Dean Signature _____	