



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.

A screenshot of the LAS Independent Study application. At the top, the DePaul University logo and the text 'LAS Independent Study' are visible. On the right, there is a 'Log Out' link. Below the header, there are two blue links: 'Apply (Students Only)' and 'Review (Students and Faculty)'. A yellow rectangular box highlights two blue links at the bottom: 'Apply for Undergraduate Independent Study' and 'Apply for Graduate Independent Study'.

DEPAUL LAS Independent Study Log Out

Apply (Students Only) Review (Students and Faculty)

Apply for Undergraduate Independent Study
Apply for Graduate Independent Study

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.

The screenshot shows the LAS Independent Study application interface. At the top, the DePaul logo and the text 'LAS Independent Study' are visible. On the right, there is a 'Log Out' link. Below the header, there are two buttons: 'Apply (Students Only)' and 'Review (Students and Faculty)'. A section titled 'UNDERGRADUATE APPLICATION POLICIES' contains a list of rules, some of which are highlighted with an orange border. The list includes: '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.', 'If you attempt to submit your application **after** the last date to add classes for the term, please contact DePaul Central (located in SAC 101) to verify possible financial aid and tuition implications. (Financial aid for the term may already be either entirely disbursed for the term or not available.)', and '**Independent study applications submitted after the last day to add classes for the term may be automatically denied.**'

About You

Name:	Alan Bean
DePaul ID:	1435633

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.

The screenshot shows the 'About You' section of the application. It displays the user's name, DePaul ID, phone number, email address, and student college. A note at the bottom of this section states: '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

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.

About the Course

Quarter:	<input type="button" value="2014-2015 Winter"/>
Instructor's Name:	<input type="button" value="Go"/>
Course Subject:	<input type="button" value="2014-2015 Spring"/>
Course Number:	<input type="button" value="2014-2015 Summer"/>
Credit Hours:	<input type="button" value="2015-2016 Autumn"/>

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:	<input type="button" value="2014-2015 Spring"/>
Instructor's Name:	<input type="button" value="Go"/>
Course Subject:	<input type="button" value="Goergen, Juana (Modern Languages)"/>
Course Number:	<input type="button" value="Goffman, Carolyn (English)"/>
Credit Hours:	<input type="button" value="Goffman, Daniel (History)"/>
	<input type="button" value="Goldman, Avery (Philosophy)"/>
	<input type="button" value="Good, Marcia (Anthropology)"/>
	<input type="button" value="Gosztonyi, Miklos (College Of LAS)"/>
	<input type="button" value="Gott, Gil (International Studies)"/>
	<input type="button" value="Gowans, Matthew (Religious Studies)"/>
Course / Project / Topic Title:	<input type="text" value="Limit 25 characters"/>
Will appear on transcript as:	
Degree Requirement Placement:	<input type="text"/>
LAS Course Equivalency:	<input type="text"/>
Additional Information (optional):	<input type="text" value="Limit: 250 characters"/> 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:	
Course Number:	
Credit Hours:	

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:	

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:	The Multiethnic Dilemma
Will appear on transcript as:	Independent Study: The Multiethnic Dilemma
Degree Requirement Placement:	<input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Allied Field"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Experiential Learning (JYEL)"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Honors Capstone"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Minor Field"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Open Elective"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Primary Major"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Primary Major Field Elective"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Secondary Major"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Secondary Major Field Elective"/>
LAS Course Equivalency:	<input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Allied Field"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Experiential Learning (JYEL)"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Honors Capstone"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Minor Field"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Open Elective"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Primary Major"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Primary Major Field Elective"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Secondary Major"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Secondary Major Field Elective"/>
Additional Information (optional):	<input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="text"/>

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:	The Multiethnic Dilemma
Will appear on transcript as:	Independent Study: The Multiethnic Dilemma
Degree Requirement Placement:	<input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Allied Field"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Experiential Learning (JYEL)"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Honors Capstone"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Minor Field"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Open Elective"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Primary Major"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Primary Major Field Elective"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Secondary Major"/> <input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="button" value="Secondary Major Field Elective"/>
LAS Course Equivalency:	<input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="text"/>
Additional Information (optional):	<input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" type="text"/> <p>Limit: 250 characters</p> <p>0 / 250</p>
<input style="width: 100%; height: 100%; border: none; background-color: #f0f0f0;" 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: 2px solid orange; padding: 5px;"><p>Limit: 250 characters</p><p>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: 2px solid orange; padding: 5px;"><p>Limit: 250 characters</p><p>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.



[Log Out](#)

[Apply \(Students Only\)](#)

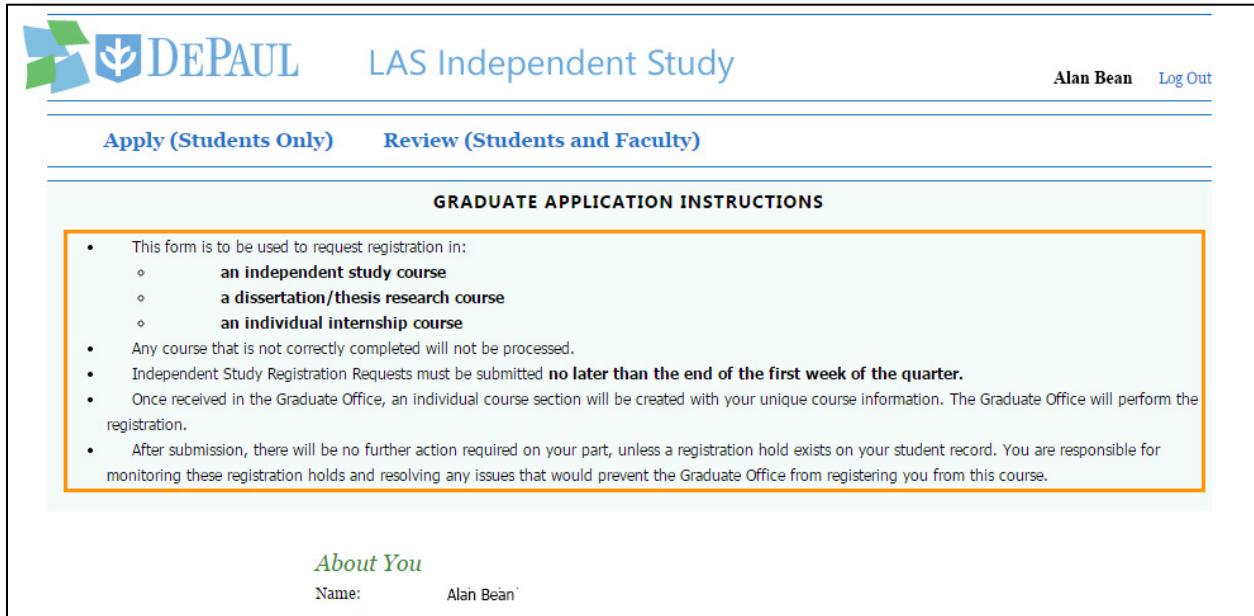
[Review \(Students and Faculty\)](#)

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

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



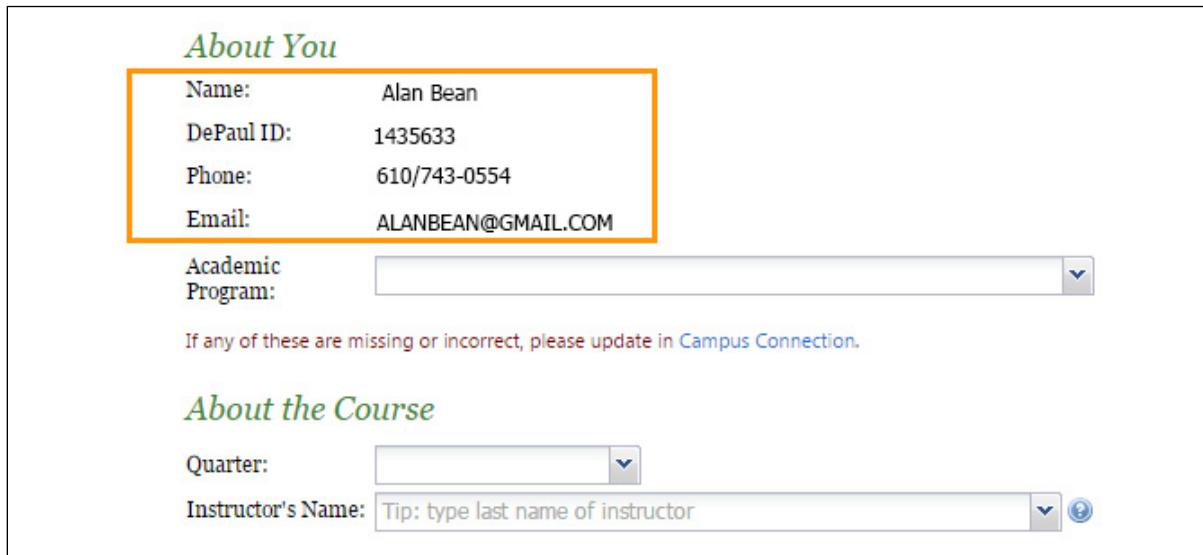
The screenshot shows the LAS Independent Study application interface. At the top, there are links for "Apply (Students Only)" and "Review (Students and Faculty)". On the right, it shows the user "Alan Bean" and a "Log Out" link. Below these, a section titled "GRADUATE APPLICATION INSTRUCTIONS" contains a list of requirements:

- 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.

Below this, there is a section titled "About You" with a table of information:

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

4. 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" section of the application. It displays the user's information in a table:

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

Below this, there is a dropdown menu for "Academic Program". A note at the bottom of this section states: "If any of these are missing or incorrect, please update in Campus Connection."

The "About the Course" section is partially visible at the bottom, showing fields for "Quarter" and "Instructor's Name".

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: Tip: type last name of instructor

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: **2014-2015 Winter** **2014-2015 Spring**

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.

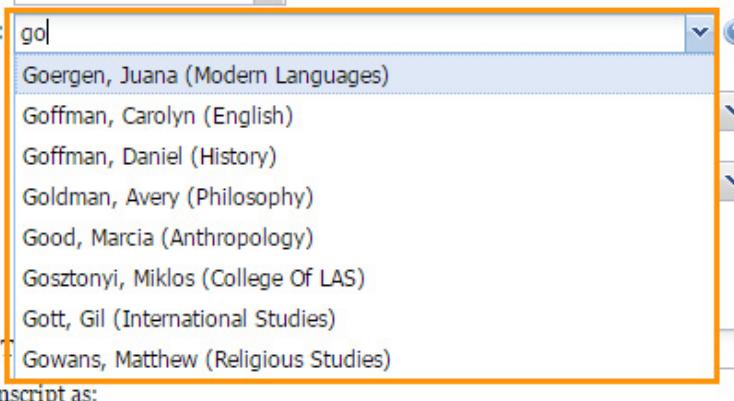
b. Start typing the last name of the instructor in the **Instructor's Name** field and the name will appear in the drop-down list for you to click.

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: 2014-2015 Spring

Instructor's Name:   

Course: 

Credit Hours: 

Course / Project / Topic Title: 

Will appear on transcript as: 

Additional Information (optional):  Limit: 250 characters
0 / 250

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

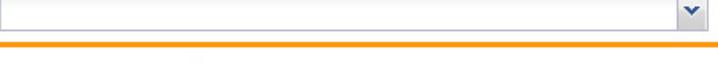
Note: Be sure to verify this information with your instructor.

About the Course

Quarter: 2014-2015 Spring

Instructor's Name:   

Course: 

Credit Hours: 

This is an Internship

This is an Independent Travel Abroad

Course / Project / Topic Title:  Limit 25 characters

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
<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:	
Additional Information (optional):	Limit: 250 characters 0 / 250
<input type="button" value="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
<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:	
Additional Information (optional):	Limit: 250 characters 0 / 250
<input type="button" value="Submit this Graduate Application"/>	

Notice how the independent study will appear on your transcript.

<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
Additional Information (optional):	<p>Limit: 250 characters</p> <p>0 / 250</p>

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

<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
Additional Information (optional):	<p>Limit: 250 characters</p> <p>0 / 250</p>
<input type="button" value="Submit this Graduate Application"/>	

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

<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
Additional Information (optional):	<p>Limit: 250 characters</p> <p>0 / 250</p>
<input type="button" value="Submit this Graduate 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 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

- This form is to be used to request registration in:
 - **an independent study course**
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- Any course that is not correctly completed will not be processed.