

INDEPENDENT STUDY ADDENDUM FOR FACULTY

TO THE FACULTY MEMBER:

Please complete the below as part of (and before approving) an independent study. The department policy is that we will normally not allow more than one independent study per student. Exceptions should be rare. Also, even the first independent study should be permitted only for a good reason, such as a genuine, demonstrated interest in exploring the subject matter of the study (if they ask you to recommend a topic, maybe the ardent interest just isn't there), or we may allow it if the student has a problem caused by CSU-scheduling or lack of course offerings making it difficult to take a required class, and they are due to graduate that semester. For undergraduates, they should be seniors with at least 90 credits. For graduate students, they should be well into their Level III courses. Our overall goal is to keep independent studies down.

Also, please indicate fairly clearly what accounting area (or course equivalent if that is what it is being used for) is involved. When we later need to determine whether the student has taken all required coursework, we will need to know what area the independent study involved (e.g., financial, cost, audit, tax, ACT 622, etc.).

**Also please note that per the Dean's Office a copy of the paper/project must be turned in to the Department of Accounting in order for a grade to be entered.**

---

1. How many prior independent studies does the student indicate they have done?  
\_\_\_\_\_

2. Please indicate the specific area of accounting/law in which the independent study will focus (choose ONE only):

	<u>Area</u>	<u>Course Equivalent?</u>
Financial Accounting	_____	ACT _____
Taxation	_____	
Audit	_____	
Systems	_____	
Business Law	_____	
Other (specify)	_____	

Faculty  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# SPECIAL PROJECTS/INDEPENDENT STUDY APPROVAL FORM

Student Name & ID# \_\_\_\_\_ Professor: \_\_\_\_\_

Department: \_\_\_\_\_ Semester \_\_\_\_\_ Course # \_\_\_\_\_

Title of Project: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Attach a one-page proposal addressing all of the following areas:

- I. SPECIFICALLY DESCRIBE THE SUBJECT AND OBJECTIVES OF YOUR STUDY
- II. TIMELINE FOR COMPLETING INTERIM STEPS (INITIAL RESEARCH OR STUDY, ROUGH OUTLINE, ROUGH DRAFT, FINAL PRODUCT, ETC.)
- III. DESCRIBE THE WORK PRODUCT TO BE COMPLETED (E.G., RESEARCH PAPER, COMPLETE A CLASS WITH ALL CLASS REQUIREMENTS, ETC.)

**You will not be permitted to register unless you turn in the written proposal plus both signed documents from your professor/advisor.**

-----  
Student: \_\_\_\_\_ Date: \_\_\_\_\_

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

Deliverables Received \_\_\_\_\_ By \_\_\_\_\_  
Date Professor

\_\_\_\_\_ By \_\_\_\_\_  
Date Chair/Director

Final Grade Submitted \_\_\_\_\_

Date