

Center for 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**

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

**II. STUDENT INFORMATION**

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

**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.

<b>A. Describe the topic of the study or research project.</b>
<b>B. For independent study courses: please provide a tentative reading list for the course.</b>
<b>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)?</b>

**D. Discuss the relationship between your academic program and preparation (e.g., courses taken, extracurricular projects pursued, etc.) and this project.**

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**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): <b>NO PRIVATE OR SMALL GROUP LESSONS ALLOWED</b>			2 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/>
Completing logs, journals, and/or papers			
Other (specify):			

\*A semester is 14 weeks, plus one week of exams.

**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	
<b>FACULTY SPONSOR.</b> <i>By signing here, I understand that the current rate of pay is \$39.26 per credit. I understand that private lessons are not permitted.</i>		DATE	
<b>CHAIR OF SPONSOR'S DEPARTMENT (GRAD CHAIR FOR GRADUATE STUDENTS)</b>		DATE	
<b>Associate Dean, Center for Music</b>		DATE	

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

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