Independent Study Request Form
English and Dramatic Literature Departments

An independent study course is designed by the student to investigate an area or field of specialization not normally covered in the department’s regularly scheduled course offerings. Independent studies should not be undertaken solely because of difficulty fitting other classes into your schedule, nor because a course you wish to enroll in is full. If you are having trouble enrolling in a course, please see your departmental advisor for assistance.

Instructions

- Make a research proposal to a faculty member with whom you would like to take the independent study course.
- You and the instructor should agree on course details, including the material to be covered; course format; sources to be used; and method of evaluation. Complete this proposal form with the assistance of your sponsoring instructor.
- Return the completed proposal form, with the instructor's signature, to Mary Mezzano in the English Department. Forms will then be submitted to the Director of Undergraduate Studies for final approval.
- Once final approval has been obtained, you will be registered for the course. If your request is not approved, you will be notified as soon as possible.
- The approval process can take several days, so you are encouraged to plan your project well in advance of the registration period. The deadline for independent study applications is the first day of registration for the particular semester for which you are applying.
- Any questions about this procedure should be directed to the Undergraduate Program Administrator, Mary Mezzano (mm8370@nyu.edu / 212.998.8803).

I. Student Information:

Name ___________________________       ID ___________________________
Telephone ___________________________   Email ___________________________
Major ___________________________       Minor ___________________________

II. Independent Study Information:

Term ___________  Credit hours _________  Course # V41.0997/98
Proposed Course Title __________________________________________
Instructor ____________________  Instructor’s department __________________
III. Independent Study Proposal (to be completed by student):  
*Use a separate sheet if necessary*

1. Describe the content and overall objective of your project.

2. Why does this project need to be carried out as an independent study? Be sure to address the question of whether any courses offered at NYU cover the same material.

3. List the primary materials to be used during this study. Be specific.

4. List the secondary materials to be used during this study.

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(Student signature)  
(Date)

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IV. Independent Study Approval (to be completed by instructor):

To be approved, an independent study proposal should meet the following criteria:

- The proposed study will benefit the student's academic development
- The university does not offer courses in the proposed topic, or the course(s) offered are not advanced enough for the student's needs
- The proposal has been carefully planned and materials of appropriate quantity and quality have been selected for study
- The student has appropriate and sufficient background knowledge to complete the proposal successfully
- The proposed work is at least the equivalent of course work carrying the same number of credits
- The student and faculty member have agreed upon a schedule of reading, writing, and meetings
- The student and faculty member have agreed upon a reasonable method of evaluation

Date for submission of final paper/project: ________________

For departmental use:

☐ Approved
☐ Not Approved

Director of Undergraduate Studies Date

Comments: