

Independent Study Student Checklist

All proposals must be submitted by the last day of the Add/Drop period each semester. The deadlines for the 2015-2016 Academic Year are: September 9th for Fall, February 12th for Spring, and June 10th for Summer.

Complete the following by the appropriate deadlines. . .

Approximately 4 to 6 weeks prior to the [proposal submission deadline](#):

- Consult the [Graduate Kinesiology Independent Study website](#) and [guidelines](#) for information and policy on designing your study.
- Discuss your Independent Study plans with the graduate program director.
- Identify and contact the faculty member with whom you would like to work.
- Develop the description of the study, the syllabus and the reading list with the assistance of that faculty member.
- Complete IRB or any other necessary training prior to submitting the online Independent Study Petition form and beginning work on your project.

Approximately 2 weeks prior to the proposal submission deadline:

- Complete the [Independent Study Petition form](#), which upon submission will be sent automatically to your faculty adviser and the graduate program director.
- Within a few days of submission of the form, follow up with your adviser and the director to make sure they have received the proposal.

Approximately 1 week prior to the proposal submission deadline:

- Review your class schedule on Gael Express to determine if the independent study has been added accurately. If it has not been added, please contact your adviser and the graduate program director to confirm they have sent their approvals to the Registrar's Office.
- If you have not received confirmation from both your adviser and graduate program director that they have approved your proposal or the information contained on Gael Express, such as the number of units assigned to the course is incorrect, contact [Rachel Foote](#). **Do not wait until the submission deadline to notify the Graduate Kinesiology program of problems.**
- If your proposal is not approved, be prepared to take an alternate course.

Within the first 4 weeks after the proposal submission deadline:

- Meet with your faculty adviser to begin work on your project. If you haven't met with your adviser, either in-person or virtually, you will be administratively dropped from the course and forfeit all tuition and costs for the course.

Please note that submitting a proposal does not guarantee approval.