



LEAVEY SCHOOL OF BUSINESS
GRADUATE BUSINESS PROGRAMS

PETITION FOR INDEPENDENT STUDY

Students: *This form must be submitted to the Graduate Business Programs Office during the registration period for the quarter requested.*

Student Information:

Name: _____ Quarter: _____ Year: _____

Student ID#: _____ E-Mail Address: _____

Course Information:

Subject/Course Number: _____ Units: _____ Section Number: _____
(e.g., ACTG 698) (e.g., 3) (to be completed by the GBP Office)

PLEASE FOLLOW STEPS 1-5:

1. Students must prepare and present a written proposal for approval to a tenured faculty member who agrees to serve as the student's Independent Study Faculty Advisor for a specified quarter. (Students may choose a Faculty Advisor in the discipline of their choice.) The written proposal must include the following information:
 - Course outline
 - Reading lists
 - Schedule of Faculty Advisor/Student meetings
2. Once the proposal is approved by the Faculty Advisor, it is then submitted to the Department Chair for approval.
3. After the required Faculty Advisor and Department Chair signatures have been obtained, the student's approved proposal and Petition for Independent Study are submitted to the GBP Office for final review. Eligible students will be enrolled in Independent Study courses administratively.
4. Procedures for withdrawal from Independent Study courses are the same as for regularly scheduled classes. Please check all refund and drop dates.
5. Students may register for only one Independent Study course during their tenure in the MBA program. Students who choose to complete an Independent Study are not eligible to complete a Master's Thesis.

Petition for Independent Study continues on back.

REQUIRED SIGNATURES:

Student Signature: _____ Date: _____
I have read and agree to abide by the above stated requirements.

Print Faculty Advisor's Name

Signature of Director, Graduate Business Programs Date

Signature of Faculty Advisor Date

Signature of Dean, Leavey School of Business Date

Signature of Department Chair Date