

**MBA PROGRAM  
ACADEMIC or RESEARCH-BASED  
INDEPENDENT STUDY CREDIT REQUEST FORM**



The Academic-Based or Research-Based Independent Study is the means to pursue and register for a personally-designed learning project.

**To be able to enroll in an Academic-Based or Research-Based Independent Study project you must:**

- Discuss your idea with the Director of Student Affairs (Sigrid Olsen, Kara Fichthorn). Before scheduling a meeting you should review the Academic/Research-Based Independent Study Proposal Template.
- Submit an **Academic /Research-Based Independent Study Proposal** to the Director of Student Affairs for review and approval.
- Upon approval of the proposal, **secure a faculty member** to sponsor your independent study and sign your proposal.
- Complete the **Independent Study Credit Request Form**.
- **Drop off** the Credit Request Form, with Proposal attached, at the MBA Program Office.
- Forms must be received by the MBA Program office no later than the end of the first week of the quarter (per academic calendar) for 4-credit projects or the end of the third week of the quarter for 2-credit projects.

Note: Credits for independent study are CR/NC and will appear on your grade sheet and UW transcript, but are not calculated into your cumulative GPA.

**Section to be Completed by the Student**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

UW Email: \_\_\_\_\_ Program:  Full-time MBA  Evening MBA

Academic Quarter:  AUT  WIN  SPR  SUM Year: \_\_\_\_\_ Project Credits:  2 Credits  4 Credits

Type of Independent Study:  Academic-based  Research-based Faculty Advisor: \_\_\_\_\_

**MBA Program Office Use Only:**

MBA Program Office Approval: \_\_\_\_\_

**Registration Processing**

Date Received: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Faculty Dept Prefix: \_\_\_\_\_ SLN: \_\_\_\_\_ Faculty Code: \_\_\_\_\_

Date registration confirmation email sent to student: \_\_\_\_\_