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:________________________