

Instructions for completing the Independent Study Request Form

Colorado SPH Independent Study courses require instructor permission prior to student registration. The course of study and expectations should be arranged in advance between the student and a faculty advisor. Depending upon the topic, the amount of class time and the deliverables, these courses may have varying credits. In order to insure that students are registering for the correct course and proper amount of credits, we require that students complete this form in advance of registration.

Please note that only degree-seeking students are eligible for independent study credit. Additionally, no more than 3 credits of independent study are allowed to count towards the MPH program, unless approval is given PRIOR to registration for additional courses.

Instructions:

1. Obtain and complete the *Independent Study Request Form*.
2. Obtain the signatures from the instructor/faculty advisor and the concentration director.
3. Submit signed form to the Office of Academic Affairs for processing.
4. The Office of Academic Affairs will email the student the permission code in order to register for the course.
5. The student is then responsible for signing up for the class prior to the posted add/drop deadline (see Academic Calendar at <http://www.ucdenver.edu/academics/colleges/PublicHealth/Academics/academics/Pages/index.aspx> for published deadlines).
6. The original form will be placed in the student's file.
7. Students requesting a publishable paper should not use this form. Instead, they should use the *Publishable Paper Request Form*.

Note:

It is the student's responsibility to make the request for an independent study prior to the start of the semester. As several signatures are required in order for the form to be processed, it is highly recommended that this process be started early in the registration period.

Please return form to:
Office of Academic Affairs
Mail Stop B119
Building 500
13001 East 17th Place, Room E3300
Aurora, CO 80045
Email: CSPH.AcademicAffairs@ucdenver.edu
Phone: 303-724-8877

INDEPENDENT STUDY REQUEST FORM

To be completed by students when requesting
BIOS/CBHS/EHOH/EPID/HSMP/PUBH 6840: Independent Study

Name		Student ID Number		Date
Program <input type="checkbox"/> MPH <input type="checkbox"/> DrPH		Concentration		
UC Denver Email Address		Year	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Units/Credits		Instructor		
Catalog Prefix		Catalog Number and Title		
<input type="checkbox"/> BIOS <input type="checkbox"/> CBHS <input type="checkbox"/> EHOH		<input type="checkbox"/> 6840 – Independent Study		
<input type="checkbox"/> EPID <input type="checkbox"/> HSMP <input type="checkbox"/> PUBH		<input type="checkbox"/> _____ Other _____		
Descriptive Title of Course:				
Description of Course of Study, time commitment, and expectations for end products and evaluation (Please provide a grading rubric, and use second sheet if necessary.):				
Approvals:				
Instructor/Faculty Advisor for Course			Date	
Concentration Director			Date	
Permission Number			Date Permission Number Assigned:	

Please return completed form to the Office of Academic Affairs in order to obtain the required permission number for registration.