Instructions for completing the ANAT 6840, Independent Study, Request Form

ANAT Independent Study courses require instructor and academic advisor permission prior to student registration. The course of study and expectations should be arranged in advance between the student and the faculty member sponsoring the course. 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, and obtain approval from the student’s MSMHA faculty academic advisor.

Instructions:

1. Complete the Independent Study Request Form.
2. The Student and the instructor/faculty independent study sponsor Review the Independent Study Guidelines and Information below.
3. Obtain the signatures from the instructor/faculty Independent Study sponsor and your faculty academic advisor.
4. Submit signed form to the MSMHA Program Administrator for further processing.
5. Once all signatures are secured, the MSMHA Program Administrator will email the student the permission number in order to register for the course.
6. The student is then responsible for signing up for the class prior to the posted add/drop deadline.
7. The original form will be placed in the student’s file.

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.

Independent Study Guidelines and Information
(Students must check each item below, indicating that the student has read the guideline)

☐ Students may participate in an Independent Study worth a minimum of 1credit and a maximum of 6 credits.

☐ A maximum total of 6 credits of ANAT 6910, Teaching Practicum, AND ANAT 6840, Independent Study, combined may be used to satisfy MSMHA electives.

☐ 1 credit of Independent Study translates into approximately 45 hours of project-related work.

☐ Students will be awarded a letter grade for this course as follows:
   A  = exemplary work, performed well above expectations
   A- = very strong work, completed assignments better than expected
   B+ = above average, completed assignments as expected
   B  = competent / average performance
   B- = minimum acceptable effort
   Lower grades = did not meet expectations (not passing)

☐ The completed Independent Study Request Form with all three required signatures must be submitted to the Program Administrator no later than the first day of classes of the semester of enrollment.

☐ Submission of this form to the Program administrator does not enroll the student in the course. The student will be provided with a registration code to enroll in the course. It is the student’s responsibility to add the course to his or her schedule prior to the add/drop deadline.

Updated June 2015
INDEPENDENT STUDY REQUEST FORM
To be completed by students when requesting
ANAT6840: Independent Study

Please print or type

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Denver Email Address</td>
<td>Year</td>
<td>Term (check one)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall</td>
</tr>
<tr>
<td>Units/Credits</td>
<td>Instructor</td>
<td></td>
</tr>
</tbody>
</table>

Describe what you are studying. What are you proposing to do and why? What is your role on this project?

What is the time frame for expected completion, and the expected time commitment throughout the project?

What is the expected outcome of your work (e.g. paper, presentation, oral examination, deliverable, etc.)?

Signatures:

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor/Faculty for Course</td>
<td>Date</td>
</tr>
<tr>
<td>Academic Advisor**</td>
<td>Date</td>
</tr>
</tbody>
</table>

To Be Completed by Program Administrator:

| Permission Number | Date Permission Number Assigned: |

** if the instructor for the course is the same as your assigned academic advisor, this line should be signed by the Chair of the Curriculum Committee

Please return completed form to the MSMHA Program Administrator in order to obtain the required permission number for registration.

Updated June 2015