

**MILLS COLLEGE
INDEPENDENT STUDY FORM**

Mills ID: _____ Name: _____ Term: _____
Last First M.I. Term/Year

This form cannot be processed if it results in an academic overload (see catalog for maximum course loads).

As defined in the catalog:

Students with proven ability and sufficient background in a given subject may apply for an independent study course in that subject. Independent study courses are offered for a maximum of 1 credit ... First-year students are not eligible to enroll in an independent study. An independent study may be undertaken only upon the recommendation of the head of the department concerned after departmental discussion, and may not be used to fulfill GE requirements." The courses are officially numbered 095 for sophomores, 195 for juniors and seniors, 295 for certificate and graduate students at the master's level, or 495 for graduate students at the doctoral level.

To implement this regulation, students should follow procedures in the order listed below:

1. To show proven ability and extensive background in subject of study, list relevant courses, with grades and instructors' names:

| Dept | Number | Title | Grade | Instructor |
|-------|--------|-------|-------|------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

2. List the department, course number, title, and number of credits for the proposed Independent Study. The title approved by the Faculty Supervisor will be on your transcript as written. Please print and limit the title to 20 characters. We will abbreviate the title if necessary.

| | | | | | |
|--|-------|--------|--|--------|---|
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> Grade <input type="checkbox"/> P/NP |
| CRN <small>(Records Office will assign)</small> | Dept | Number | Title (Approved by Faculty Supervisor) | Credit | |

A course description noting the scope of the proposed study, including the aim of the project and material or technique to be used, is required.

3. Faculty Supervisor: _____
Print Signature Date
4. Advisor: _____
Print Signature Date
5. Department Head: _____
Print Signature Date

Department Head:

The study outlined above has been discussed in this department, approved, and assigned to the faculty member whose signature appears above.

CCs: Instructor Advisor Student