



Beren:	215 Lexington Avenue, 6 <sup>th</sup> Floor	New York, New York 10016	Phone 646 592 4180	Fax 212 340 7837	E-mail berenregistrar@yu.edu
Wilf:	500 West 185 <sup>th</sup> Street, Rm 114	New York, New York 10033	Phone 646 592 6270	Fax 212 960 0004	E-mail wilfregistrar@yu.edu

### Application for Independent Study – Syms School of Business

An *Independent Study* (4901/4902) is a course taken with faculty supervision for knowledge enhancement beyond the courses offered in a particular area of interest. It is an academic research-based project and serves as a complement to carefully designed programs of study.

*Independent Study* coursework is detailed in a mutually agreed-upon contract between a faculty member and a student. It can provide students with a unique opportunity to work on carefully selected projects under the direct tutelage of faculty members with a shared interest. Sponsorship is done at the discretion of the faculty.

Students considering pursuing an *Independent Study* should prepare during the semester preceding the one in which they plan to register for this course. Given that this is an advanced course, students should expect to spend more time on the *Independent Study* than he/she would spend for a regular in-class course. A course offered as part of the curriculum may not be taken as an *Independent Study*.

#### Requirement / Guidelines & Procedures

- A. Students must have a minimum of 3.3 cumulative GPA and senior standing in order to be eligible for an *Independent Study*.<sup>1</sup>
- B. An *Independent Study* may count as an elective for a Syms School of Business major.<sup>2</sup>
- C. A course offered as part of the curriculum may not be taken as *Independent Study*.
- D. An *Independent Study* must be completed under the supervision of a faculty sponsor who is a full time faculty member at the assistant professor level or above in the Syms School of Business.<sup>3</sup>
- E. Students may take no more than one *Independent Study* course per semester and no more than two courses toward their degree.
- F. Students earn three (3) credits for each *Independent Study*. The intellectual load is equivalent to an advanced, three (3) credit course, as determined by the faculty.
- G. Students earn a letter grade for an *Independent Study*.
- H. Faculty members are limited to supervise one *Independent Study* per semester.
- I. *Independent Studies* require the completion of a written application form which must be approved and signed by: 1) the Faculty Sponsor, 2) the Area Head of the relevant department, 3) the Associate Dean for Undergraduate Programs, before a student can register for this course. Students must attach a recent transcript to the application form.
- J. An *Independent Study* can be taken in the fall, spring and/or summer semesters. Regular tuition will be charged for the Syms *Independent Study*.

<sup>1</sup> A student's GPA will be reviewed during the semester in which they apply and again just prior to the semester for which they are registered for *Independent Study*. If a student's GPA falls below the minimum standard (3.3), they will be required to withdraw from the *Independent Study*.

<sup>2</sup> Before registering, Stern and Yeshiva College students should consult with their academic advisors concerning how and if these credits will count toward their respective programs. Decisions regarding how these courses may be counted toward any requirement are solely at the discretion of the college.

<sup>3</sup> Faculty who are not full time may be granted special permission to supervise an *Independent Study* by the relevant SYMS Area Head.

**I. TO BE FILLED OUT BY THE STUDENT**

Please attach your current transcript to this application form.

Student's name: \_\_\_\_\_ YU I.D. # \_\_\_\_\_

STARTS WITH # 800 or 999

Mailing address: \_\_\_\_\_

(If Dormitory, Building & Room) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Independent study to be done in:  Fall  Spring  Summer 20\_\_\_\_\_

School Attending:  SYMS  YC  SCW Jewish Studies Program:  SC  MYP  BMP  IBC  JSS

Current class:  Lower Senior  Upper Senior Expected date of graduation:  Jan  May  Sep 20\_\_\_\_\_

Total credits to date (excluding those in progress): \_\_\_\_\_ Number of credits in progress: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Independent Study will be used for Major or Minor  Yes  No Independent Study Field (ACC, IDS, FIN, MAN, MKT) \_\_\_\_\_

This is my (pick one)  1<sup>st</sup>  2<sup>nd</sup> registration for an Independent Study.

Faculty sponsor: \_\_\_\_\_ Faculty sponsor's email: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**II. TO BE FILLED OUT BY THE STUDENT IN CONSULTATION WITH THE FACULTY SPONSOR**

A. Course / Project overview: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Sources to be used, reading requirements (bibliography attached): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Written assignments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Evaluation requirements (examinations, term papers): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Nature of direct supervision (e.g. total number of hours of meeting with student and weekly schedule): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. ACTION BY AREA HEAD**

Approved  Denied Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. ACTION BY ASSOCIATE DEAN FOR UNDERGRADUATE PROGRAMS**

Approved  Denied Comments: \_\_\_\_\_

Dean's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**V. OFFICE OF THE REGISTRAR**

Registrar's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student is registered for the course indicated above: CRN \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_