

PETITION FOR INDEPENDENT STUDY

After obtaining agreement from a faculty member to serve as the supervisor of the proposed independent study, the student completes this form with the faculty member and obtains signatures of approval prior to requesting a permission number to register. Attach additional pages as needed. Refer to the School of Public Affairs section of the [academic catalog](#) for program-specific independent study requirements and policies.

Section 1 (Completed by Student)

Name: _____ Student ID: _____

Program: _____ UCCS Email: _____

Project Topic/Title: _____

Number of Credit Hours:* _____ (Usually 1-3 credit hours; see federal credit hour definition below.)

Semester: (check one) Spring Summer Fall Intersession Year: _____

Number of Independent Study credit hours completed during and/or in progress for current degree program: _____

Total number of credit hours completed towards and/or in progress for current degree program:

Section 2 (Completed by Student and Faculty Supervisor)

2a) Description of proposed Independent Study (use space below or attach syllabus):

2b) Description of materials, resources, and methods to be used *(use space below or attach syllabus):*

2c) Is IRB approval required for this project?* Yes No

(See human subjects research note below; research may not begin until final IRB approval is obtained.)

2d) Brief description of course requirements (assignments, deadlines, meeting dates, etc.) and how coursework will be evaluated *(use space below or attach syllabus):*

Approvals

Student Name

Student Signature

Date

Faculty Supervisor Name

Faculty Supervisor Signature

Date

Program Director Name

Program Signature

Date

Once all signatures are received, the student will submit the completed form and syllabus (if applicable) to spa@uccs.edu for processing. Upon review, the student will receive a permission number to register for the course.

*Federal Credit Hour Definitions

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time. 34CFR 600.2 (111112010)

Credit Hours	Total Student Work Hours
1	45
2	90
3	135
each additional credit hour	+45 student work hours

**Human Subjects Research

If the independent study includes research involving human subjects, UCCS Institutional Review Board (IRB) policies and procedures apply. For more information visit: <https://osp.uccs.edu/research-compliance/research-involving-human-subject-irb>. Any plans to conduct human subjects research must be addressed in this petition. **Students are not permitted to begin research projects involving human subjects until final IRB approval is obtained.**

UCCS Policies

UCCS Student Code of Conduct

The purpose of the [UCCS Student Code of Conduct](#) is to maintain the general welfare of the university community. The university strives to make the campus community a place of study, work, and residence where people are treated, and treat one another, with respect and courtesy.

UCCS Student Academic Ethics Code Policy

As members of the University community, students are obligated to maintain high standards of integrity and are expected to take an active role to encourage other students to respect high standards of integrity. The [Student Academic Ethics Code](#) is intended to help maintain the high academic standards of UCCS. In particular, please be aware of what constitutes plagiarism; always credit sources appropriately.

Disability Accommodations Statement

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to register with Disability Services and provide them with documentation of your disability. They will work with you to determine what accommodations are appropriate for your situation. To avoid any delay, you should contact Disability Services as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until a Faculty Accommodation Letter has been given to me. Please contact [Disability Services](#) for more information at Main Hall room 105, 719-255-3354 or dservice@uccs.edu.

Military and Veteran Students

Military students who have the potential to participate in military activities including training and deployment should consult with faculty prior to registration for any course, but no later than the end of the first week of classes.

At this time, the student should provide the instructor with a schedule of planned absences, preferably signed by the student's commander, in order to allow the instructor to evaluate and advise the student on the possible impact of the absences. In this course, the instructor will consider absences due to participation in verified military activities to be excused absences, on par with those due to other unavoidable circumstances such as illness. If, however, it appears that military obligations will prevent adequate attendance or performance in the course, the instructor may advise the student to register for the course at another time, when they are more likely to be successful. For support, contact the [Office of Veteran and Military Student Affairs](#) at Gateway Hall, 719-255-3253 or military@uccs.edu.