



**AUTHORIZATION TO ENROLL IN A CENTER FOR EXTENDED LEARNING  
INDEPENDENT STUDY COURSE**

Independent Study is available to juniors, seniors and graduate students who are at risk of having their graduation delayed due to schedule conflicts or course unavailability. Distance education tuition rates apply to independent study courses. **It can take 4-6 weeks to process an independent study request after the instructor has approved it.**

**STUDENT INFORMATION**

NAME (please print) \_\_\_\_\_  
MSU ID# \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_  
PLEASE INDICATE YOUR CLASSIFICATION: JUNIOR \_\_\_\_\_ SENIOR \_\_\_\_\_ GRADUATE \_\_\_\_\_  
\_\_\_\_\_ Non-Degree  
\_\_\_\_\_ Admitted

**COURSE INFORMATION**

TITLE \_\_\_\_\_  
DEPT PREFIX \_\_\_\_\_ COURSE # \_\_\_\_\_ SH'S \_\_\_\_\_  
TERM \_\_\_\_\_ BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_  
REASON \_\_\_\_\_  
\_\_\_\_\_  
STUDENT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

*Please note that the approval process may take 4-6 weeks. Students are responsible for meeting financial aid deadlines.*

**(Checklist on the back must be completed by instructor prior to approval)**

INSTRUCTOR'S NAME (PLEASE PRINT) \_\_\_\_\_  
INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
INSTRUCTOR'S EMPL ID # \_\_\_\_\_  
IS AN ONLINE SHELL NEEDED FOR THIS COURSE? YES: \_\_\_\_\_ NO: \_\_\_\_\_

CHAIRPERSON'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
(Please attach contract request to this form)

VPAA'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

*PLEASE RETURN TO THE CENTER FOR EXTENDED LEARNING FOR REGISTRATION. THANK YOU.*

**CENTER FOR EXTENDED LEARNING OFFICE USE ONLY**

CEL Approval \_\_\_\_\_ CLASS # \_\_\_\_\_ DATE \_\_\_\_\_ BY \_\_\_\_\_

## **Independent Study Checklist**

**(To be completed by instructor. If an area does not apply please indicate N/A)**

This checklist is designed to ensure a student requesting a course via Independent Study meets all eligibility requirements and has submitted all the necessary forms and documents.

### **Eligibility**

\_\_\_\_ Must be a Junior, Senior, or Graduate student needing to complete a required course that is unavailable (not scheduled to be offered prior to expected graduation date) or in time conflict with another required course.

\_\_\_\_ Must not possess a Negative Service Indicator, such as an Advisor Hold or Delinquent Account (check CampusConnection)

\_\_\_\_ Must file an Overload Approval Form (signed by the Advisor and stamped by the Department/Division) with the Registrar's Office if attempting more than 18 credit hours in the semester

\_\_\_\_ Must complete an Application for Re-Admission Form (Returning Student Form) with the Registrar's Office (<http://www.minotstateu.edu/records/return.shtml>) if one or more semesters at MSU have been skipped

### **Graduate Students Only:**

\_\_\_\_ First time applicants, must have submitted the Non-Degree online application ([www.minotstateu.edu/graduate](http://www.minotstateu.edu/graduate)) or apply to be degree seeking. If already admitted into a program, paperwork is not required by the Graduate School. If taking the course as a graduate Non-Degree seeking student, complete with appropriate permissions and send an official transcript and \$35 application fee (if applicable) to the Graduate School.

\_\_\_\_ Must submit the Application for Readmission ([http://www.minotstateu.edu/graduate/pdf/form\\_readmission.pdf](http://www.minotstateu.edu/graduate/pdf/form_readmission.pdf)) with the Graduate School if you have not been enrolled for up to three semesters. If you've been out of graduate school for more than three semesters, please contact the Graduate School at 701-858-3250 for further instructions before completing this registration process.

### **Independent Study Request Form**

\_\_\_\_ Complete Student Information (all fields including MSU ID# required).

\_\_\_\_ Complete Course Information with the instructor who has agreed to teach the IS course (all fields required)

\_\_\_\_ Sign the IS Request Form

\_\_\_\_ Secure Instructor's Signature

\_\_\_\_ Route for Chairperson's Signature (Approval) and Contract Request

\_\_\_\_ Route for VPAA's Signature (Approval) on IS Request and Contract Request

\_\_\_\_ Route to CEL for course section creation, course enrollment, and funding for instructor contract

Student and instructor will be notified by e-mail when course enrollment is official. Distance Education Tuition & Fees will be charged (see [http://www.minotstateu.edu/busoffic/student\\_info.shtml](http://www.minotstateu.edu/busoffic/student_info.shtml)) and payment arrangements must be made with the MSU Business Office by the semester tuition deadline. All Add, Drop, and Withdrawal policies and procedures apply.