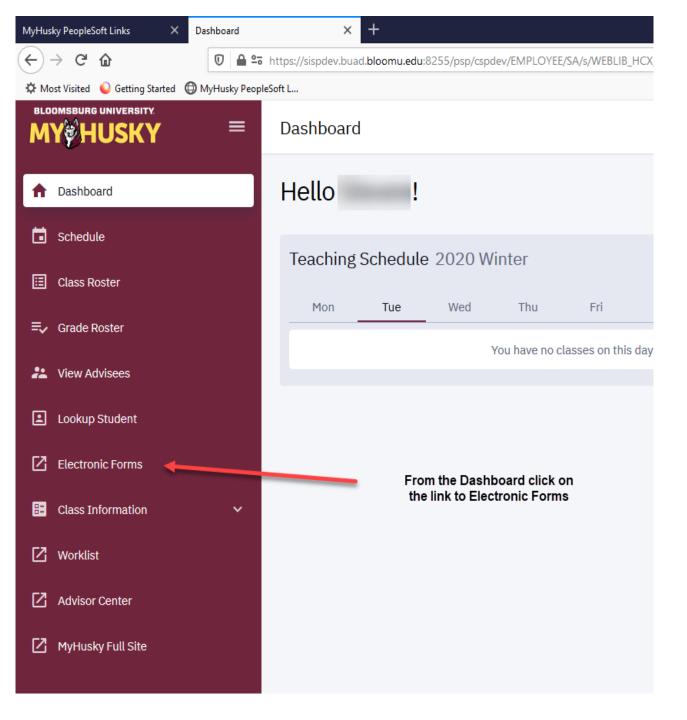
# Independent Study eForm

How to complete the electronic form for Independent Study

Tutorial for Faculty



#### **Electronic Forms**

Grade Change Request
Petition for Exception Request
Incomplete Form
Independent Study
Individualized Instruction

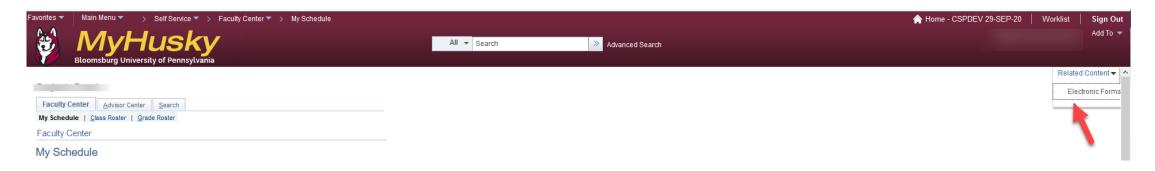
View Previously Completed/Submitted Forms

eForms you are able to submit will populate the screen

eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:

Log into the Faculty Center and Click "Related Content" then "Electronic Forms"

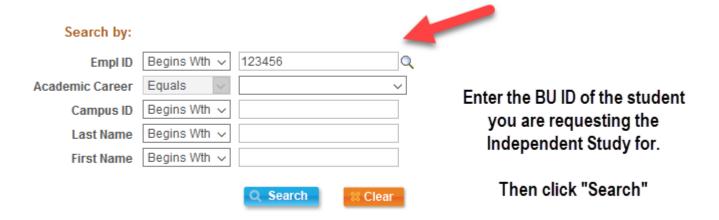


## Click Independent Study to begin the Form

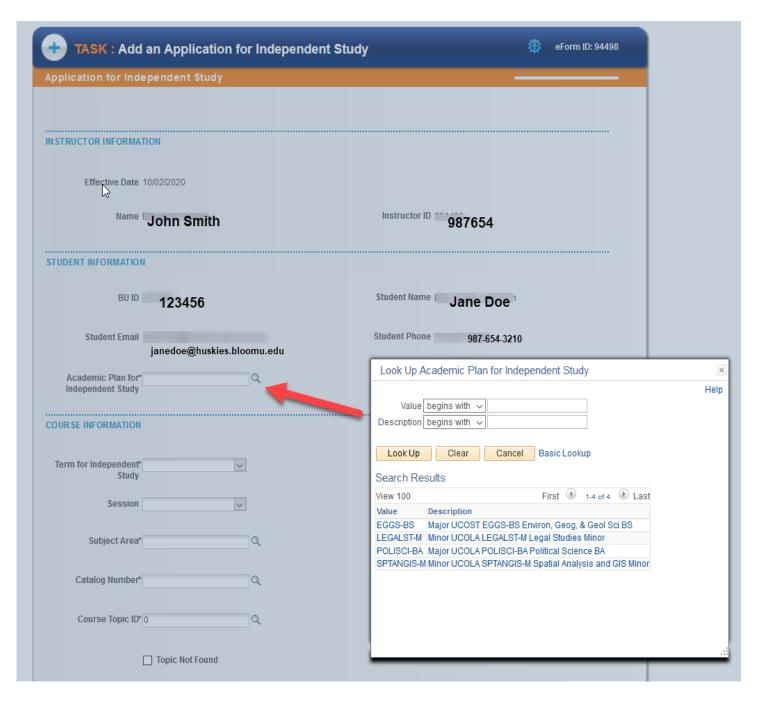




### SEARCH: Add an Independent Study eForm

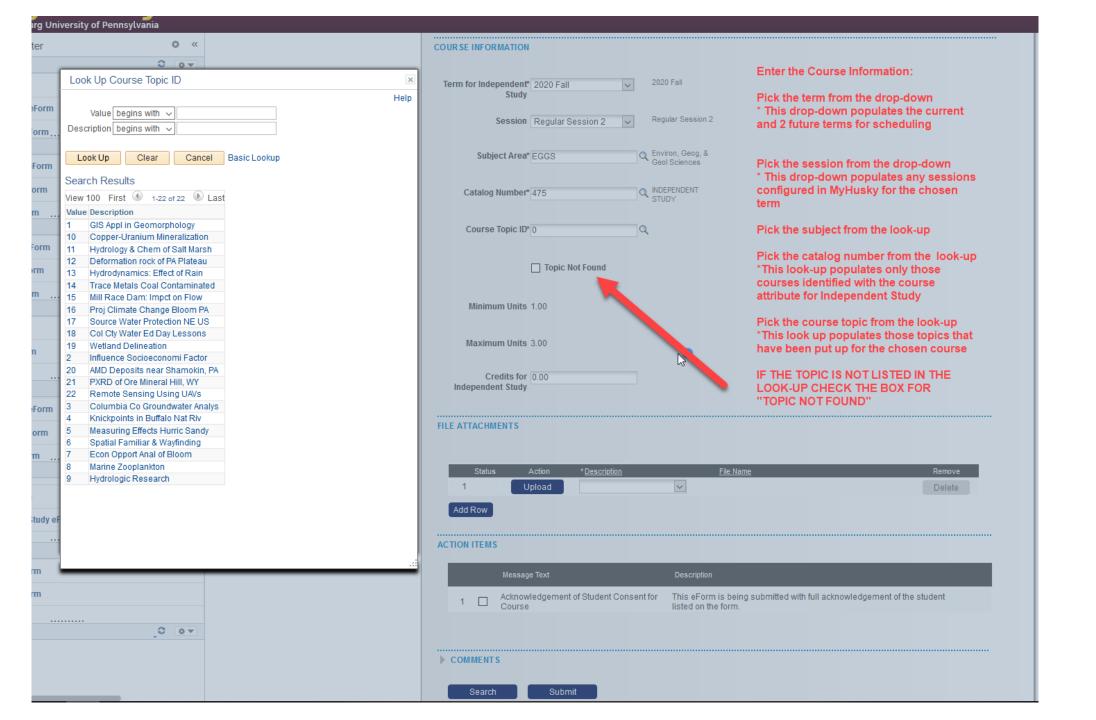






The instructor and student information will populate the first fields on the form.

From the look up, click the magnifying glass and choose the Plan the Independent Study is being taken for.



Term for Independent*	2020 Fall	2020 Fall	
Study			
Session	Regular Session 2	Regular Session 2	
Subject Area*	EGGS	Environ, Geog, & Geol Sciences	If choosing "Topic Not Found" please enter the topic for the Independent Study in the text box that populates the form.
Code la a Nove ha de		INDEPENDENT	
Catalog Number*	475	Q INDEPENDENT STUDY	
New Topic			
	☑ Topic Not Found		
Minimum Units	1.00		
			₽ .
Maximum Units	3.00		
Credits for	0.00		

### COURSE INFORMATION Once the course information is populated the unit value of the course 2020 Fall Term for Independent\* 2020 Fall will display Study Enter the number of units the Regular Session 2 Session Regular Session 2 Independent Study will be taken for. \* The credits for Independent Study Environ, Geog, & Subject Area\* EGGS MUST be with the min and max the Geol Sciences course is worth. If it is not you will not be able to submit the form NDEPENDENT STUDY Catalog Number\* 475 Attach documentation and choose the description from the drop-down Hydrodynamics: Effect of Rain Course Topic ID\* 13 Check the box in the Action Item to confirm student consent for Minimum Units 1.00 scheduling of the Independent Study Click SUBMIT Maximum Units 3.00 Credits for 2.00 Independent Study FILE ATTACHMENTS \*Description View Syllabus 2514302020-10-02-14.03.41cpr.pdf Delete Add Row **ACTION ITEMS** Message Text Acknowledgement of Student Consent for This eForm is being submitted with full acknowledgement of the student listed on the form. ▶ COMMENTS Submit

Once submitted the Independent Study eForm will route to the:

- Advisor of the major chosen on the form
- Department Chairperson
- Dean
- Office of the Registrar
  The Administrative
  Assistant in the Dean's
  office will receive an email
  notification of the request
  and may view the form as
  part of their duties in the
  approval process.

Once fully approved and scheduled the Academic Advisor, Instructor submitting the form and student will receive an email notification.