



Enrollment in an Independent Study Course 6995-Graduate School of Management

Purpose: Used **ONLY** by Graduate School of Management students to request enrollment in a course whose mode of instruction offers the student an opportunity to study or research a topic or subject matter in-depth with a current Marquette faculty of his/her choice that is usually not offered in the established curriculum and independent of the classroom setting.

Student Instructions

1. Register via CheckMarq for all other courses you may also be taking. Do **not** wait until the Independent Study course is processed.
2. Complete Sections 1-4 of this two page form using a computer.
 - a. **a handwritten form will not be accepted.**
 - b. an incomplete form will not be processed and will be returned to you for completion.
3. Print the form using the 'Print Form' button below.
4. Sign the request in Section 5; a digital signature is **not** acceptable.
5. Obtain the signatures of the **instructor** and the **Chairperson or Director of Graduate Studies** of the department offering the course in Section 6.
6. Forward the form to the Graduate School of Management for processing.
7. Confirm your registration in this course via CheckMarq after allowing five days for processing.

Graduate School of Management Instructions

1. Approve request with signature in Section 7.
2. If needed, provide copies of this form to the student, the instructor and the Chairperson or Director of Graduate Studies of the department offering the course.
3. After approval, scan the request to the Office of the Registrar via ImageNow. The Office of the Registrar will register the student for the course.

Section 1: Student Information

Name _____
Last name, First name, Middle name

Address _____

Phone _____ Email _____ @marquette.edu

MUID _____ Program _____

Student Status

To qualify, GSM students must be in good academic standing (minimum of 3.000 grade point average; and not on academic probation) and have completed at least 6 hours of graduate business course work beyond the foundation courses. A maximum of 6 credits of Independent Study is permitted.

GSM Degree Status

Non-GSM (please specify below)

Section 2: Independent Study Course Information

All Independent Study Courses are graded on an A-F grade basis.

Subject Code _____ Credit Hours _____ Year _____ Session _____ Term _____
(e.g. ENGL) *Fall, Spring, or Summer*

Specific Title. The course will not be recorded on the student's record unless a specific title is provided. Use a maximum of 60 characters.



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Section 3: Student Information

Name _____
Last name, First name, Middle name

MUID _____

Section 4: Independent Study Course Proposed Outline

Instructor's Name _____

Instructor's MUID _____

Proposed Course Outline (*include required outcomes, timetables and grading criteria*). Attach additional pages if necessary.

Section 5: Student Statement/Signature

I am aware of the number of hours per week that this Independent Study requires, and I will work that number of hours. If I become unable to work that number of hours, I will notify my department to have my credits can be changed appropriately.

Signature of Student _____

Section 6: Instructor and Dept. Chair or Director of Grad. Studies Signatures

Signatures below verify that this Independent Study will be conducted in accordance with the contact hour requirements of the University Scheduling policy and will be utilized as defined in the purpose above.

Signature of Instructor _____

Signature of Dept. Chair or Director of Grad. Studies _____

Section 7: Graduate School of Management Approval

Signature below verifies that this Independent Study will be conducted in accordance with the contact hour requirements of the University Scheduling policy and will be utilized as defined in the purpose above.

Signature of GSM Office _____