**Independent Study Course Approval Form *[rev. 10-5-21]***

**College of Liberal Arts and Sciences**

Use this form for any AFUM unit member offering a spring or fall independent study, directed research, or other non-thesis course entailing independent instruction, whether eligible for compensation or not.

Submission of the completed form is the obligation of the chair of the department offering the course. Completed forms must be submitted to the CLAS Dean’s Office (clas@maine.edu) **no later than the first day of the semester**. Approval and/or compensation may be delayed or denied if the form is submitted late. Forms are required only for AFUM members.

The CLAS Dean's Office will notify the department when the independent study has been approved. If compensation is required, the department is responsible for initiating overload payment through the SmartSheet payroll system.

Semester:       Department:

Faculty Member’s Name:

Student’s Name:       Graduate Student? [ ]  Yes [ ]  No

Student’s Program(s); list major(s), minor(s), graduate program(s):

Course:       Number of credit hours:

Topic or project:

1. Is this course specified as meeting a major, minor, or graduate program requirement?

[ ]  Yes [ ]  No

1. If this course is not a specified requirement, is it being taken to replace a required course?

[ ]  Yes [ ]  No

* 1. If yes, which course?       Why is the student not taking the required course?

* 1. If no, what purpose does the course serve in the student’s academic program?
1. How would you describe the time and commitment this course will entail for the faculty member?

 [ ]  Significant [ ]  Moderate [ ]  Minimal

1. Is the course considered part of the faculty member’s load and/or does it contribute directly to the faculty member’s research? [ ]  Yes [ ]  No
	1. If no, is the department offering the course willing and able to cover the cost of faculty compensation?

[ ]  Yes [ ]  No

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Chair signature, Department offering the course (required)

Signature of faculty member’s chair (if different than above) Date: