Independent Study Course Approval Form
College of Liberal Arts and Sciences

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

Completion and submission of the form are the obligation of the department chair. 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. A completed "Part-time Temporary Faculty & Overload Teaching Agreement" form must be submitted with this form if compensation is planned.

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

2) If this course is not a specified requirement, is it being taken to replace a required course?  
☐ Yes  ☐ No
   a. If yes, which course?  Why is the student not taking the required course?
   b. If no, what purpose does the course serve in the student’s academic program?

3) In your opinion, is this independent study course in the best interest of the student?  
☐ Yes  ☐ No

4) How would you describe the time and commitment this course will entail for the faculty member?  
☐ Significant  ☐ Moderate  ☐ Minimal

5) 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
   a. If no, is the department willing and able to cover the cost of faculty compensation?  
      ☐ Yes  ☐ No

____________________________________________________  Date:
Signature of Department Chair