

Process for approving an Independent Study

1. Student requests Independent Study from a faculty member (instructor)
2. Student completes the “request for independent study form”
3. The form is presented to the faculty/instructor for signature. The instructor keeps the form.
4. The instructor creates a syllabus using the template on the D2L portal
5. Instructor submits the form and completed syllabus to AP for review (through OsteomedAP or hardcopy)
6. The Director of Pre-clerkship curriculum reviews the materials and advises if the syllabus needs corrections and approves/disapproves.
7. The form and completed syllabus are returned to RO for enrollment.
8. The form and syllabus are then returned to the AP Office manager for grade submission.