



# Independent Study Enrollment Policy

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Independent study (IS) courses offer a unique opportunity for undergraduate and graduate students to study a subject not typically included in their program curriculum.

Registering for an independent study course is a collaborative process. It begins with the student meeting with the faculty member who will serve as the independent study instructor to discuss the coursework and expectations. The faculty will submit a request using the [MyCDM form](#). Students must then review and approve the [request](#) before the faculty can submit it to a CDM Associate Dean for final approval. The request must include the following information:

- **The course subject\* and number**
- **The course title for transcript purposes**
- **The course credit hours\*\***
- **The course description and learning goals**
- **Additional information including, for instance, a list of readings, homework, grading criteria and weekly timeline if applicable.**

Please note that requests should be submitted before the course enrollment deadline of the specific quarter.

If there's an issue with the enrollment process, all parties involved will be notified. Independent Studies requests will be put on hold until the issue is resolved. It is important that students ensure that there are no holds on their accounts, as this could stop the enrollment from being processed.

If you have any questions or encounter any issues, please contact Ale Carrera, the Administrative & Special Projects Assistant, at [acarre13@depaul.edu](mailto:acarre13@depaul.edu), and Dr. Raffaella Settimi-Woods, the CDM Associate Dean, at [rsettimi@cdm.depaul.edu](mailto:rsettimi@cdm.depaul.edu).

\* Course subject should be aligned with the student major (**e.g. IS: Information System, FILM: Film & TV Major, GD: Graphic Design**)

\*\* Regular tuition rates will apply based on the credit hours listed in the request.



## ENROLLMENT ROADMAP

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**Initiate a discussion with the faculty instructor:** If you are interested in pursuing an independent study, start by asking a faculty instructor you would like to work with if they would be willing to be your instructor.

Once you have found an instructor, schedule a meeting to discuss and define the coursework and expectations.

### Faculty initiates

**request:** After agreeing on the course content with the student, the instructor will begin the independent study request using the MyCDM form. Either the student or instructor will enter the course description.

The student must review and approve the request. The student's consent is vital, so the faculty can submit it for approval from a CDM Associate Dean.

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**Dean's final approval:** The request should be submitted by the end of the first week of the quarter.

A CDM Associate Dean will review it and approve it if everything is clear.

**Enrollment:** The Administrative and Special Project Assistant reviews the request and will enroll you in the course unless there is an issue with the request.

An email confirmation will be sent when the request is completed. Check your course enrollment in campusconnect. Please respond to the email if there are any issues.

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