INDEPENDENT/FIELD STUDY
APPLICATION FORM

Submit completed form to Warner Registrar’s Office
246 LeChase Hall, R.C. Box 270425
Rochester, New York 14627-0425

INSTRUCTIONS:

1. A student may register for an Independent Study or Field Study only if
   ▪ s/he is a matriculated Warner student accepted into one of Warner’s degree or certification programs
   ▪ study will be completed under the supervision of a Warner or UR faculty member (whether tenured, tenure-track, clinical or visiting professor; students wishing to utilize an instructor not classified in one these categories should contact the Warner Registrar’s Office for guidance)
   ▪ his/her academic record is free of “I” and/or “N” grades—i.e., s/he must have completed all courses attempted and must have received a grade in each
   ▪ s/he completes this form and registers for the course online; this form does not substitute for registration
   ▪ s/he selects a different professor for each course, if s/he is planning to register for more than one Independent Study or Field Study course within one term

2. Student must print or type information on form

3. Student must submit forms by term deadlines below (if deadline falls on a weekend, forms will be due the following Monday)
   ▪ Fall ~ September 15th
   ▪ Spring ~ February 1st
   ▪ Summer ~ June 15th

4. Student must carefully follow instructions below to avoid delays in processing:
   ▪ Complete top portion of form with personal information
   ▪ Enter appropriate course registration number:
     o Independent Study: ED 491 (Master’s) or ED 591 (Doctoral)
     o Field Study: ED 492 (Master’s) or ED 592 (Doctoral)
   ▪ Enter semester, year, desired credit hours
   ▪ Indicate instructor supervising coursework
   ▪ Select a title (not to exceed 28 characters, including spaces and punctuation between words) and enter it on the form; if student wishes the default title of “Independent Study” or “Field Study in Education” to appear on his/her transcript, no title entry is required
   ▪ In collaboration with instructor, complete the four sections under “Course Description”:
     o Objectives (be specific)
     o Relevance of Independent/Field Study in Student’s Program of Study
     o Detailed Reading List
     o Basis for Grading
   ▪ Sign and date the form
   ▪ Obtain signatures of the instructor and student’s advisor
   ▪ Return the form to the Warner Registrar’s Office at address above

Updated 02/08/2016
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Submit completed form to Office of Student Services Administrator
U of R Warner School, 248 LeChase Hall, R.C. Box 270425
Rochester, New York 14627-0425

Please Print or Type

STUDENT’S PERSONAL INFORMATION

Name: ____________________________ ____________________________ __________________________
                                      Last                        First                        Middle

UR ID# (not SSN): ____________ ____________ ____________ ____________

Home Address: Street Address & Apt. No. or P.O. Box ____________________________
                                      City ____________________________ State ____________________________ Zip Code ____________________________

Phone Number(s): ( ) ____________________________ ( ) ____________________________
                                      Home Phone ____________________________ Work Phone ____________________________

E-mail Address: ____________________________

COURSE INFORMATION

Course No.: ☐ ED 491 Independent Study, Master’s ☐ ED 591 Independent Study, Doctoral
                          ☐ ED 492 Field Study, Master’s ☐ ED 592 Field Study, Doctoral

Term: ☐ Fall ☐ Spring ☐ Summer Year: 20________

Credit Hours: ________ Instructor: ____________________________

Title*: __________________________________________________________________________

* If student wishes to have “Independent Study” or “Field Study” appear on transcript, s/he should leave this title blank.

Course Description: (Please use reverse side of form or attach a separate sheet of paper if more space needed.)

1. Objectives:
2. Relevance of independent/field study in student’s program of study:

3. **Detailed** Reading List:

4. Basis for Grading:

**SIGNATURES & APPROVALS**

Note: **Student** must sign form and obtain signatures of **Instructor** and **Advisor** (failure to complete this task will result in returned forms and slowed approval process)

Student: ____________________________  Signature  ____________________________  Date  

*Signatures below indicate approval:*

Instructor: ____________________________  Signature  ____________________________  Date  

Advisor: ____________________________  Signature  ____________________________  Date  

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