**REQUEST FOR UNDERGRADUATE BUSINESS INDEPENDENT STUDY**

Undergraduate Business Independent Study provides an opportunity for students to pursue a special research interest under the direction of a faculty supervisor. This course is only available to students admitted into the undergraduate business program (majors and minors).

The research and writing entailed in an independent study must be equivalent to the workload of a regular course. In particular, at least three hours of independent work per week is required for each unit of credit, and students must submit a final research paper at the end of the semester. The minimum standards for the final research paper depend on the credit allocation for the independent study. If you are pursuing a 3.0 credit hour independent study, you are required to submit a final research paper no fewer than 20 pages (this does not include a cover page, exhibits, endnotes, or other references). For those pursuing a 1.5 credit hour independent study, you are required to submit a final research paper no fewer than 12 pages (this does not include a cover page, exhibits, endnotes, or other references).

A student who wishes to pursue independent study credit in the undergraduate business program should complete the Independent Study Learning Contract (ISLC). This includes securing a faculty advisor/supervisor prior to submitting the ISLC, as well as attaching a detailed work plan to the submission. After you've secured the appropriate signatures on the ISLC and attached a detailed work plan, your request will be reviewed by the Assistant Dean of the Undergraduate Business Program for approval. The ISLC must be submitted and approved prior to the start of the semester you intend to pursue the independent study credit.

If you have questions about independent study or the approval process, please contact the Assistant Dean of the Undergraduate Business Program.  If you are seeking to satisfy your Experiential Education credit, you are encouraged to select one of the other many options available in the undergraduate business program (business internship credit, STAR, study abroad, etc.).

Please note the following:

* You must be a current undergraduate business student (sophomore, junior, or senior [as defined by your terms in residence]) in good standing (no honor court or Dean of Students disciplinary actions pending or otherwise).
* You must select a faculty advisor/supervisor prior to submitting the ISLC. Independent study does not substitute for an offered course and is not compensation for service as a teaching or research assistant, grader, or other paid University work.  Independent study credit in not given for work a student has already completed or will do as part of their established academic plan.
* Independent Studies are not approved for first-semester undergraduate business students. Normally, independent studies should not be taken during the final semester as a senior, but exceptions to this policy are allowed.
* Requirements:
-Permission from the Undergraduate Business Program Assistant Dean
-Permission from a faculty advisor
-Regular updates provided to faculty advisor
-Delivery of work according to schedule, i.e., no incompletes
-A business major may earn no more than three credits in BUSI Independent Studies

**Please complete the form below.  Be sure to double-check for spelling and input errors to avoid delays in processing your request.  Please round your grade point averages to two decimal points (e.g., 3.45).**

|  |  |
| --- | --- |
| First Name | Click here to enter text. |
| Last Name | Click here to enter text. |
| PID | Click here to enter text. |
| Kenan-Flagler Email | Click here to enter text. |
| Cumulative GPA | Click here to enter text. |
| Major GPA | Click here to enter text. |

**Which emphasis area(s) are you pursuing? (You may select 2)**

[ ]  Consulting [ ]  Marketing Management & Sales

[ ]  Entrepreneurship [ ]  Multinational Finance

[ ]  General Finance [ ]  Operations

[ ]  Investment Banking [ ]  Real Estate

[ ]  Investment Management [ ]  I am not pursuing an emphasis area

**What is your class standing?  Please note this is determined by your semesters in residence NOT by the number of credit hours you have accumulated.**

[ ]  First-Year: 1-2 semesters in residence

[ ]  Sophomore: 3-4 semesters in residence

[ ]  Junior: 5-6 semesters in residence

[ ]  Senior: 7 or more semesters in residence

**Anticipated Graduation Month and Year:**

|  |
| --- |
| Click here to enter text. |

**Do you have any open Honor Court or Dean of Students issues pending?**

[ ]  Yes

[ ]  No

**How many credit hours of undergraduate business independent study credit are you seeking?**

[ ]  1.5 hours [ ]  3.0 hours

**In which area are you seeking undergraduate business independent study credit? Please select one.**

[ ]  Accounting [ ]  Management

[ ]  Management Communication [ ]  International Business

[ ]  Entrepreneurship [ ]  Marketing

[ ]  Finance [ ]  Operations

**Which semester are you requesting undergraduate business independent study credit?**

**Please indicate Fall/Spring/Summer 1/Summer 2 and Year:**

|  |
| --- |
| Click here to enter text. |

**Name of your Independent Study Faculty Advisor:**

|  |
| --- |
| Click here to enter text. |

* **Please attach an abstract of your proposed independent study and a proposed timeline for the project.**

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**Student Signature Date**

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**Faculty Advisor Signature Date**

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**Assistant Dean, Undergraduate Business Program Date**