

Independent Study Guidelines & Form

Elliott School students can arrange to receive credit for individualized academic projects through an Independent Study. The student is expected to engage in study that is supervised by a faculty advisor. Independent Study coursework must not duplicate courses that are traditionally offered at the University. The final work product must have been developed with the Independent Study faculty advisor. The faculty advisor may be any GW professor**; however, he/she must have knowledge of the issue or topic the student will explore in the independent study. The responsibilities for the faculty advisor include:

- Sign the student's Independent Study application
- Meet with the student regularly during the semester
- Assign appropriate readings, review/revise the final product periodically
- Submit a grade at the end of the semester*

* The Undergraduate Academic Advising office will email a form to the faculty advisor about two weeks prior to the end of the semester to request a grade.

Academic Requirements:

- Research Paper - Students must complete a research paper relevant to contemporary international affairs. The paper is to be developed over the course of the semester in conjunction with the faculty advisor. The faculty advisor has final approval on all aspects of the paper except the length, which is set by the Elliott School.*
- Readings - Decisions regarding what books and articles must be read are to be negotiated by the student and the faculty advisor. Faculty advisors may assign readings or they may approve readings that students suggest if they feel the content is appropriate and relevant. In addition, faculty advisors have the authority to set deadlines and assign any related work.
- Faculty/Student Meetings - The faculty advisor and student will meet regularly throughout the semester.

* The number of credits determines the length of the research paper:

1 credit	= 10 page minimum
2 credits	= 20 page minimum
3 credits	= 30 page minimum

Additional Requirements for Undergraduate Students:

Undergraduate students must have junior or senior standing and a minimum cumulative grade point average of 2.5.

**** If part-time faculty, list two courses (may be the same course) taught in the last three years at GW:**

Course #: _____ Title: _____ Sem/Year: _____

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Program Director Approval (for Advising Office use): _____

Independent Study Form

Name: _____

GWID: _____

GW Email: _____

Phone: _____

Semester of Independent Study:

(Select One)

☐ Fall

☐ Spring

☐ Summer

Year of Independent Study: _____

Number of Credits:

(Select One)

☐ One

☐ Two

☐ Three

Faculty Advisor:

(Please Print)

☐ Full-Time Faculty

☐ Part-Time Faculty

Department: _____

Faculty Advisor Phone: _____

Faculty Advisor Email: _____

Brief Description of Project/Assignment:

This form must be submitted to the Elliott School Undergraduate Academic Advising office, online at advising@gwu.edu or in-person at 1957 E Street, NW, Suite 302, within the first two weeks of the selected semester. Upon approval, your academic advisor will register you for the independent study course.

Student Agreement:

Student Signature

Date

Faculty Agreement:

Faculty Signature

Date

ESIA Academic Advising Approval:

Authorized Signature

Date

REGISTRATION TRANSACTION FORM CLASSIC

This form must be submitted to your academic advisor or program office
for approval.

Semester	Year
<input type="checkbox"/> Fall	_____
<input type="checkbox"/> Spring	_____
<input type="checkbox"/> Summer	_____

GWid	LAST NAME	FIRST NAME	EMAIL ADDRESS

ADD

CRN	SUBJECT	COURSE	SECTION	CREDITS	LEVEL	TITLE	GRADE MODE*	INSTRUCTOR SIGNATURE

DROP or WITHDRAW (please circle one)

CRN	SUBJECT	COURSE NUMBER	SECTION	CREDITS	TITLE

TIME CONFLICT APPROVAL
<input type="checkbox"/> YES <input type="checkbox"/> NO

REPEAT COURSE FOR CREDIT
<input type="checkbox"/> YES <input type="checkbox"/> NO

*GRADE MODE OPTIONS: A= AUDIT C= LETTER GRADE P= PASS/NO PASS (undergraduates only) R= CREDIT/NO CREDIT (graduates only)

STUDENT LEVEL
<input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE <input type="checkbox"/> OTHER _____

<i>I request the above action be performed.</i> <hr/> Student Signature Date
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AUTHORIZED COLLEGE/SCHOOL OFFICIAL USE ONLY
<input type="checkbox"/> Prior to start of the semester OR Effective Date: ____/____/____ Signature: Today's Date:

Note: This form cannot be used to register for a class that has a waitlist. Students will be added to the waitlist and if offered a seat, must then register through GWeb.