



**WARNER**  
SCHOOL OF EDUCATION  
UNIVERSITY of ROCHESTER

# INDEPENDENT/FIELD STUDY APPLICATION FORM

Submit completed form to Office of Student Services Administrator  
U of R Warner School, Dewey 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 School student or a student accepted into one of Warner's 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 Student Services 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 15<sup>th</sup>      ▪ Spring ~ February 1<sup>st</sup>      ▪ Summer ~ June 15<sup>th</sup>
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:
    - Independent Study: ED 491 (Master's) or ED 591 (Doctoral)
    - 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":
    - Objectives (be specific)
    - Relevance of Independent/Field Study in Student's Program of Study
    - Detailed Reading List
    - Basis for Grading
  - Sign and date the form
  - Obtain signatures of the instructor and student's advisor (Student Services will secure signatures of Program Chair and Associate Dean)
  - Return the form to the Student Services Administrator at address above



2. Relevance of independent/field study in student's program of study:

3. Detailed Reading List:

4. Basis for Grading:

## SIGNATURES & APPROVALS

- Note: 1) **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)  
2) **STUDENT SERVICES** will obtain signatures of **Program Chair** and **Associate Dean**.

Student: \_\_\_\_\_  
Signature Date

*Signatures below indicate approval:*

Instructor: \_\_\_\_\_  
Signature Date

Advisor: \_\_\_\_\_  
Signature Date

Program Chair: \_\_\_\_\_  
Signature Date

Associate Dean: \_\_\_\_\_  
Signature Date