Application for Individual Research Course

Instructor’s signature and Dean’s approval must be obtained to pursue an independent study course. The Office of Student Affairs will register your course if your application is approved. *Students will be contacted ONLY IF the application is NOT approved.*

**Step 1:** Obtain the approval signature of the instructor before submitting the form.

**Step 2:** Submit the application to the Office of Student Affairs (OSA) for Dean Approval. **The application should be submitted by the end of the add/drop registration period (second week of classes).**

**Step 3:** OSA will register the independent study course. The registration will appear on students’ schedules within one week of submission of the form.

Name: ___________________ UNI: __________ Date:___________

Program: □ MIA □ MPA

Concentration ___________________ Expected Graduation: ___ 20___

Semester of Independent /Group Research □ Fall □ Spring 20___

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**COURSE INFORMATION**

Please select one:

- [ ] SIPA U9044 Independent Research Number of Credits: 1.5 _____ 3 _____
- [ ] SIPA U9046 Group Research Number of Credits: 1.5 _____ 3 _____

1.5 credits: Minimum Requirement – 10 page paper
3 credits: Minimum Requirement – 20 page paper

Will you be applying this course to fulfill a core or concentration requirement?

- [ ] No  ☐ Yes  Please specify: ______________________________

**INSTRUCTOR:** ______________________________________________________

**SUBJECT MATTER:** ___________________________________________________

____________________________________________________

**Student’s Signature** _________________  **Date:** _________________

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**APPROVALS:**

Instructor’s Signature: ___________________________  Date: _________________

Dean’s Signature: ________________________________  Date: _________________

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**Return form:**
By Fax: (212)854-1657
By E-mail: aaw54@columbia.edu
In Person: Office of Student Affairs, International Affairs Building Suite 610

Updated: Spring 2013
Independent Studies are voluntary agreements between individual faculty members and individual students, in which students complete a course of study and assignment. The course of study and assignment for a three-point independent study typically consist of a reading list comparable to that required for a regular three-point course, which can range from 75-150 pages per week, and a research paper (at least 20 pages). Independent study courses also can be taken for 1.5 points; in this case, the reading and research paper are customarily half the length of those for a three-point course. Because independent studies (particularly for three-points) are intensive activities, faculty members regard them as a significant commitment. Faculty members are not obligated to undertake the supervision of independent studies, and they typically do so with students who have completed a class or other educational/research activity under their supervision.

If a SIPA faculty member is willing to supervise an independent study, the student should ask the faculty member to sign this form, the “Application for Individual Research Course” and then submit the signed application to the Office of Student Affairs no later than the change of program deadline. Full-time faculty members who are not appointed at SIPA, but are appointed in other schools, are also eligible to supervise independent studies with SIPA students. Non-SIPA faculty follow the policies and procedures established by their schools, not SIPA.

SIPA students typically ask SIPA faculty members or other faculty with whom they have taken a class to serve as their independent study faculty supervisor. On occasion, adjunct faculty members currently teaching at SIPA supervise independent studies. Since adjunct faculty receive no additional compensation for supervising independent studies, and are generally engaged in full-time activities outside of SIPA, many adjunct faculty are reluctant to undertake this obligation. If an adjunct faculty member is approached by a student about supervising an independent study and is interested in learning more, she/he should contact the SIPA Office of Academic Affairs.