



# Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)683-1212, Fax: (714)683-1205

## REQUEST FOR INDEPENDENT STUDY

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Name : \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major: \_\_\_\_\_

### Course Description

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Professor: \_\_\_\_\_ Semester: \_\_\_\_\_

Course Code and Title: \_\_\_\_\_ Course Units: \_\_\_\_\_

### Independent Study Schedule

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Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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1. To qualify, a student must submit an “Independent Study Request Form” to the professor who is willing to act as the student’s mentor. After student receives the signature from the professor, the student must submit the form to the Academic Office.
2. Students can only take a course that is not listed in the same semester.
3. Student can only apply for Independent Study during a student’s last year of study.
  - a. Undergraduate student: Senior academic standing (over 90 units).
  - b. Graduate student: Over 80 % finished of program.
4. Up to a maximum of 3 independent studies (9 units) are allowed until the student finishes the program.
5. Professor must complete all the requirements of the class prescribed in the syllabus and attach a “Course Syllabus Form”



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6. The amount of work involved should be equivalent to the requirements of a regularly scheduled class with the same credit value and for on-campus students, they must meet with the professor for at least 6 times (1-2 hours) per semester, while online students can simply correspond via e-mail.
7. Professor should submit the "Attendance Signing sheet" to Academic Office after get the signature from student for each lesson.
8. By signing this form, the student assumes full responsibility for \$70 per unit for Independent Study fee.

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

**Professor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair of Dept. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Academic  
Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_