

## How to Use the New Electronic Independent Study Petition

Please read the following instructions before proceeding to the form.

**Instructions for Students:** The petition process must be initiated by the student requesting an independent study.

1. On page one, type your name and email address into the form. *Disregard the other data boxes on this page.* Click "Begin Signing."
2. You will receive a verification code by email from DocuSign. Use this code to continue with the process. Click on the link embedded in the email.
3. Click "Continue." If you have not used this process before, you may also need to click the box acknowledging the electronic signature disclosure.
4. Fill out the requested information (i.e., your student ID number, classification—whether you are a Junior or Senior, major, G.P.A., course code number and name, semester, year, the meeting day(s) and time(s) of the proposed independent study, and your professor's name).
5. Note that you must meet at least once a week with the professor and the days/times of your meeting may not conflict with other courses on your schedule or courses the professor is teaching.
6. After completing the top section, your form will be reviewed and forwarded to your professor if you meet the eligibility criteria for independent study.
7. Upon completion of the process or upon nullification of your petition, you will receive notification by email from DocuSign. The Registrar will then manually add you to the class within about one to three days.

### Instructions for Faculty:

1. You will receive an email message from DocuSign alerting you to the existence of a Petition for Independent Study. Click the link embedded in the email message to access the document.
2. Enter your name and ID number. Then, indicate whether or not you are willing to instruct the student.
3. If you agree to instruct the student, upload a copy of the syllabus. Please note that the meeting time(s) must be *typed into the body of the syllabus*.
4. Sign the document regardless of whether or not you agree to instruct the student.

### Instructions for Chairs/Deans:

1. Indicate whether or not you approve the independent study. Please sign the form regardless of whether you approve or do not approve the petition.

Note that petitions must be **completed** during the normal registration period or the add/drop period. **Late petitions will not be considered.**

After reading the above instructions, you are now ready to proceed to the new electronic Independent Study Petition Form. It is online at this link:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=fff0d911-4f99-4e76-8424-e55a74573f3b>