



MLLC Procedures for Independent Study

Students must apply to enroll in an Independent Study by doing **all** of the following:

1. Student reaches out to and convinces any **full-time MLLC faculty member** to be their Instructor
2. Student writes in full—themselves, with guidance from the Instructor, in English—a complete syllabus that includes all of the following:
 - a. The topic of study
 - b. A detailed description of the plan of study
 - c. Justification why they cannot complete these studies in a regular course
 - d. Full timeline for completion of work
 - e. How the Independent Study will be evaluated
 - f. Bibliography of materials
 - g. Reasoning why this Independent Study is important to them
3. Present the proposed syllabus to the department chair, requesting their approval
4. If approval is granted, the student asks our administrative specialist for a registration blue card—which is then completed by the student (checking the box next to “Enroll student in a non-published class” and acquiring all needed signatures) and turned into the registrar’s office

Note #1: Independent Studies count as 300-level credit.*

** = Chinese and German students, as well as MLLC/Elementary Education double majors, can request in their proposal that the Independent Study be counted at the 400 level. The student must provide justification and have the recommendation of their Instructor. (Elementary Education majors spend a full year student-teaching, making it difficult for them to complete the 400-level courses offered.)*

Note #2: Students can still enroll in an Independent Study after the “Last Day to Add” deadline. In this case, the academic advisor, the MLLC department chair, **and the dean’s office of the student’s primary major** must all sign and retro-date the registration blue card (before turning it into the registrar’s office).