

Independent Study Form

Form location: Go to MySVSU → Faculty & Staff tab → Click on Dynamic Forms link under “Applications” → Click on the Registrar’s Office tab to the left → Independent Study Application “fill out form”.

Originators can be anyone who starts the independent study form. An originator can be a student, professor, faculty secretary, academic advisor and so-on. The originator should know exactly what they are filling in prior to starting this form.

STEP 1: Originator

- Enter student ID number with a leading “0” (this will automatically fill in the student’s personal information).
- Select the term.
- Fill in the instructor/professor’s email address and department.
- Scroll down to APPROVALS to sign and submit as the originator.

Student Information

ID Number:	*	<input type="text"/>	Last Name:	<input type="text" value="Fylling"/>	First Name:	<input type="text" value="Courtney"/>	MI:	<input type="text" value="L"/>	Pronoun:	<input type="text" value="She/Her/Hers"/>
Email:		<input type="text" value="cfyllin@svsu.edu"/>	Class Standing:	<input type="text"/>						
Term:	*	<input type="text" value="Fall 2022"/>								

Instructor Information

Email:	*	<input type="text" value="cfyllin@svsu.edu"/>	Last Name:	<input type="text" value="Fylling"/>	First Name:	<input type="text" value="Courtney"/>
Department:		<input type="text" value="History"/>				

Click on the (click to sign) yellow field to electronically sign the form. Once you do this, you will scroll to the bottom and click on “submit form”.

Approvals

Originator Signature



First Name *	<input type="text" value="Courtney"/>	Last Name: *	<input type="text" value="Fylling"/>	Email *	<input type="text" value="cfyllin@svsu.edu"/>
*	<input type="text" value="(click to sign)"/>				
Originator Signature	Date _____				



STEP 2: Instructor

- Instructors will receive notification that there is an independent study request via email. Instructors can fill it out via the link in the email or through the SVSU User Portal in Dynamic Forms.

Option 1:

Dynamic Forms: Independent Study Application - Signature Request

 registrar@svsu.edu
To  Courtney L. Fylling


[Reply](#) [Reply All](#) [Forward](#)  




Tue 6/7/2022 10:55 AM

You are receiving this e-mail because Courtney Fylling needs your help in completing the Independent Study Application. Please click the link below to login to your site and then proceed to Pending / Draft Forms to complete the form. [Click here to complete your section of the form.](#)

OR

Option 2:



 **SAGINAW VALLEY**
STATE UNIVERSITY.

 My Forms ▾ Admin ▾  

SVSU User Portal

Assigned To Me 0

No assigned forms.


Pending Action 3


Independent Study Application INCOMPLETE
Saginaw Valley State University - Registrar's Office
This form is waiting for your signature.


Independent Study Application PENDING
Saginaw Valley State University - Registrar's Office
You signed the form on 6/7/2022 10:55:16 AM but other signatures are pending.


Actions ▾
Resume Form
View Form PDF
View Form HTML


Other Forms 10

Saginaw Valley State University - Registrar's Office 

Saginaw Valley State University - International and Advanced Studies 

Saginaw Valley State University - Human Resources 

Saginaw Valley State University - Housing 

Saginaw Valley State University - Graphics Center 

OR

Option 3:

The screenshot shows the Svsu Dynamic Forms User Dashboard. The header includes the Svsu logo and navigation links. A search bar is present with the text "All Fields & Participants". A dropdown menu is open, showing "Pending / Draft Forms" selected. Below the menu is a table of forms:

Form Name	Status	Description	Date	PDF	HTML	Action
Independent Study Application	Pending	Started By: [Redacted]	Signature Request Date: 5/22/2023 9:09:46 AM	[PDF Icon]	[HTML Icon]	Action
Graduation Audit Letter	Incomplete	Started By: [Redacted]	Signature Request Date: 5/18/2023 4:08:40 PM	[PDF Icon]	[HTML Icon]	Action
Independent Study Application 5/11/23	Incomplete	Started By: [Redacted]	Signature Request Date: 5/16/2023 9:32:14 AM	[PDF Icon]	[HTML Icon]	Action
Independent Study Application 5/11/23	Pending	Started By: [Redacted]	Signature Request Date: 5/16/2023 9:32:14 AM	[PDF Icon]	[HTML Icon]	Action

At the bottom of the table, there is a pagination control showing "1" of 50 items per page and "1 - 4 of 4 items".

- Here instructors will fill out everything under the Course Information section.
- Scroll down to APPROVALS
 - You will check, "I agree to administer this course as outlined for" compensation or no compensation.
 - You will also choose to approve or deny the independent study. If you deny it, you will need to write a reason as to why.
 - Click on the (click to sign) yellow field to electronically sign the form. Once you do this, you will scroll to the bottom and click on "submit form".

Instructor Signature

* I agree to administer this course as outlined for: *

First Name *

Last Name *

Email *

*

Decision:

* ...3438333431

Courtney Fylling
Instructor Signature

05/22/2023
Date

STEP 3: Student

The student will receive notification that they need to sign and agree to the form in the same manner as mentioned in Step 2 with either option 1 or option 2.

Student Signature

I agree to the independent study as outlined above.

...3431383031

Courtney Fylling
Student Signature

06/07/2022
Date

STEP 4: Department Chair

Department chairs will be notified in the same manner as mentioned above. Department chairs can also return the form to anyone who has previously signed the form for any corrections.

STEP 5: Dean's Office

The Dean will be notified in the same manner as mentioned above. They can also return the form to anyone who has previously signed the form for any corrections.

There will also be at least two people who have approval/signature authority here.

STEP 6: Registrar's Office

Once the Dean signs off on the independent study, it will be officially submitted to the Registrar's Office for processing. The originator will be notified when the form has reached this step.

Miscellaneous

How to Return

To return the form for revision: Scroll to the bottom of the page and click on “return for revision”.

Instructor Signature

I agree to administer this course as outlined for:

First Name

Last Name:

Email

...3035343138

Courtney Fylling 06/07/2022
Instructor Signature Date

Student Signature

I agree to the independent study as outlined above.

*

Student Signature Date

Department Chair Signature

First Name

Last Name:

Email

Department/Program:

*

Department Chair Signature Date

Dean Signature

First Name

Last Name

Email

*

Dean Signature Date

Leave a comment:

Save Progress

Return for Revision

Submit Form

This will take you to a new page where you can write what needs to be changed and whom it needs to go too.

Return For Revision

This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form.

To
Courtney Fyiling (cfyillin@svsu.edu)

Subject
Correct Independent Study

Body

Source | | | | | | | | | | | | | | | | | | Styles | Format | Arial | 13px | |

Please change the instructor to "this individual"

OR

Please change the the course number from "this" to "that"

OR

Please change the title of the course from "this" to "that"

Paragraphs: 5, Characters (with HTML): 225

[Return this form for revision](#) [Cancel and return to form](#)

How to track the Independent Study

The person who is the originator can track the independent study request by going to the Dynamic Forms home portal. Click on “actions” and then “manage cosigners”.

The screenshot shows the SVSU User Portal interface. At the top, there is a navigation bar with the SVSU logo and the text 'SAGINAW VALLEY STATE UNIVERSITY'. Below the navigation bar, there are two main sections: 'Assigned To Me' and 'Other Forms'. The 'Assigned To Me' section shows 'No assigned forms.' The 'Other Forms' section lists several forms, including 'Saginaw Valley State University - Registrar's Office', 'Saginaw Valley State University - International and Advanced Studies', 'Saginaw Valley State University - Human Resources', 'Saginaw Valley State University - Housing', 'Saginaw Valley State University - Graphics Center', and 'Saginaw Valley State University - Academic Affairs'. The 'Pending Action' section is highlighted with a red circle and contains three entries for 'Independent Study Application'. The first entry is 'INCOMPLETE', the second is 'PENDING', and the third is 'PENDING'. The third entry has a dropdown menu open, showing the option 'Manage Cosigners' highlighted in yellow. Other options in the dropdown are 'View Form PDF' and 'View Form HTML'. A 'View Forms History' link is also visible at the bottom of the 'Pending Action' section.

The screenshot shows a browser window with the title 'Dynamic Forms - Manage signatures | Dynamic Forms - a Next Gen Web Solutions product - Google Chrome'. The address bar contains the URL 'svsu.dynamicforms.com/Cosigners/Manage?form=bca9b6f8-3278-416d-b680-bd6aa042cf77'.

Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information

* Click the Re-send Notification action to re-send a notification to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Signed	Signed Date	Last Notified	Action
[REDACTED]	[REDACTED]	Instructor	[REDACTED]@svsu.edu	No		6/7/2022 8:51:37 AM	Actions
		Student	slstough@svsu.edu	No			Actions

The originator can go to “actions” and either change the co-signer/instructor’s information here or re-send them notifications to sign the document.

Reminder notifications are sent out to everyone every 2 days when it is their turn to sign.