

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:		Last Name:	Fylling	First Name:	Courtney	MI:	L	Pronoun:	She/Her/Hers
Email:	clfyllin@svsu.edu	Class Standing:							
Term:	Fall 2022								

Instructor Information

Email:	clfyllin@svsu.edu	Last Name:	Fylling	First Name:	Courtney
Department	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 *	Courtney	Last Name: *	Fylling	Email *	clfyllin@svsu.edu
(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:



My Forms

Admin



SVSU User Portal

Assigned To Me 0

Search assigned forms...

No assigned forms.

0

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

Search other forms...

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:

svsu.dynamicforms.com/UserDashboard/PendingForms

SV SU SAGINAW VALLEY STATE UNIVERSITY

My Forms Admin

Search All Fields & Participants Search For...

Pending / Draft Forms

- SVSU User Portal
- Pending / Draft Forms**
- Forms I'm Copied On
- Forms History

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			Action
Graduation Audit Letter	Incomplete	Started By: [REDACTED]	Signature Request Date: 5/18/2023 4:08:40 PM			Action
Independent Study Application 5/11/23	Incomplete	Started By: [REDACTED]	Signature Request Date: 5/16/2023 9:32:14 AM			Action
Independent Study Application 5/11/23	Pending	Started By: [REDACTED]	Signature Request Date: 5/16/2023 9:32:14 AM			Action

1 50 items per page 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: independent study compensation (paid after final grade is submitted and ve

First Name * Courtney Last Name * Fylling Email * clfyllin@svsu.edu

* Science, Engineering & Technology

Decision: Approved

* ...3438333431

Courtney Fylling 05/22/2023
Instructor Signature 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.

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: * -- Choose --

First Name * Courtney

Last Name: * Fylling

Email * cifyllin@svsu.edu

* Arts & Behavioral Sciences

* ...3035343138

Courtney Fylling
Instructor Signature

06/07/2022
Date

Student Signature

* ☐ I agree to the independent study as outlined above.

*

Student Signature

Date

Department Chair Signature

First Name * [REDACTED]

Last Name: * [REDACTED]

Email * [REDACTED]

Department/Program: HIST

*

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.

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 Fylling (clfyllin@svsu.edu)

Subject

Correct Independent Study

Body

Source

B
I
U
 x_n
 x^2

Styles

Format

Arial

13px

A
A

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"

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. The top navigation bar includes the SVSU logo and links for 'My Forms', 'Admin', and user profile. The main content area is divided into two columns. The left column, titled 'Assigned To Me' (0), shows a list of pending actions. The right column, titled 'Other Forms' (10), shows a list of other forms. The 'Pending Action' section on the left lists three items: 'Independent Study Application' (INCOMPLETE), 'Independent Study Application' (PENDING), and 'Independent Study Application' (PENDING). The third item is circled in red, and its 'Actions' dropdown menu is open, showing 'Manage Cosigners' as the first option, followed by 'View Form PDF' and 'View Form HTML'.

Dynamic Forms - Manage signatures | Dynamic Forms - a Next Gen Web Solutions product - Google Chrome

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	Esigned	Esigned Date	Last Notified	Action
		Instructor	slstough@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.