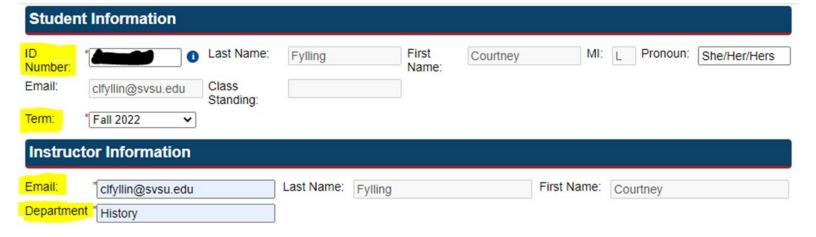
Independent Study Form

Form location: Go to MySVSU \rightarrow Faculty & Staff tab \rightarrow Click on Dynamic Forms link under "Applications" \rightarrow Click on the Registrar's Office tab to the left \rightarrow 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. <u>The originator should know</u> 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 orginator.



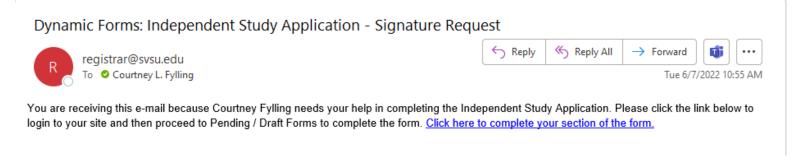
Click on the (click to sign) yellow field to electronically sign the form. Once you do this, you will scroll to the bottom and click on "submit form".



STEP 2: Instructor

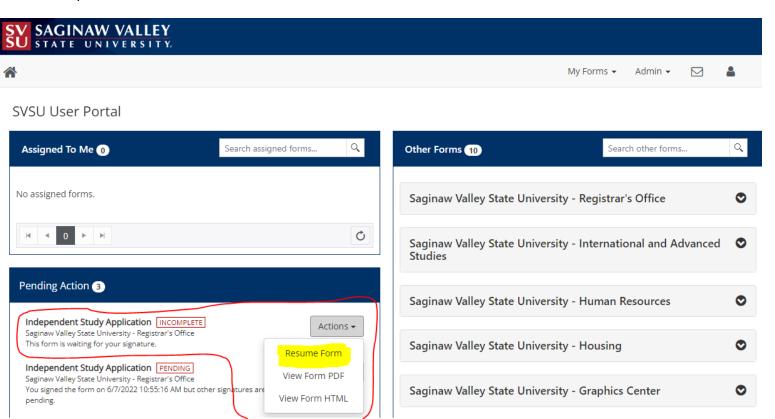
Instructors will receive notification that there is an independent study request via email.
 Instructors can fill it out via the link in the email or through the SVSU User Portal in Dynamic Forms.

Option 1:

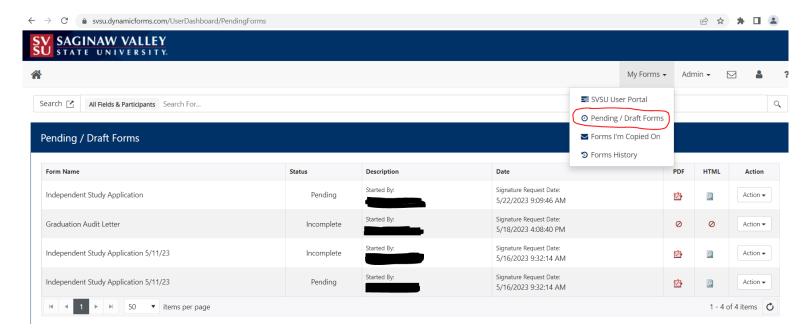


<u>OR</u>

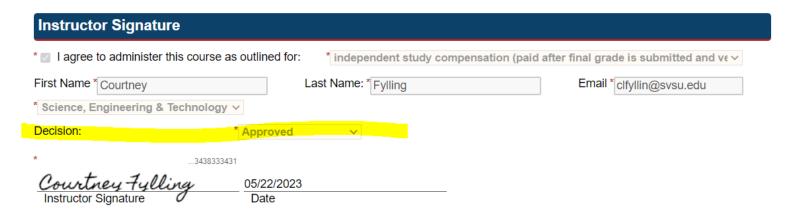
Option 2:



Option 3:



- 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".



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	
¹ ☑ I agree to the independent study as outlined	above.
*3431383031	
Courtney Fylling 06/07/2 Student Signature Date	22

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.

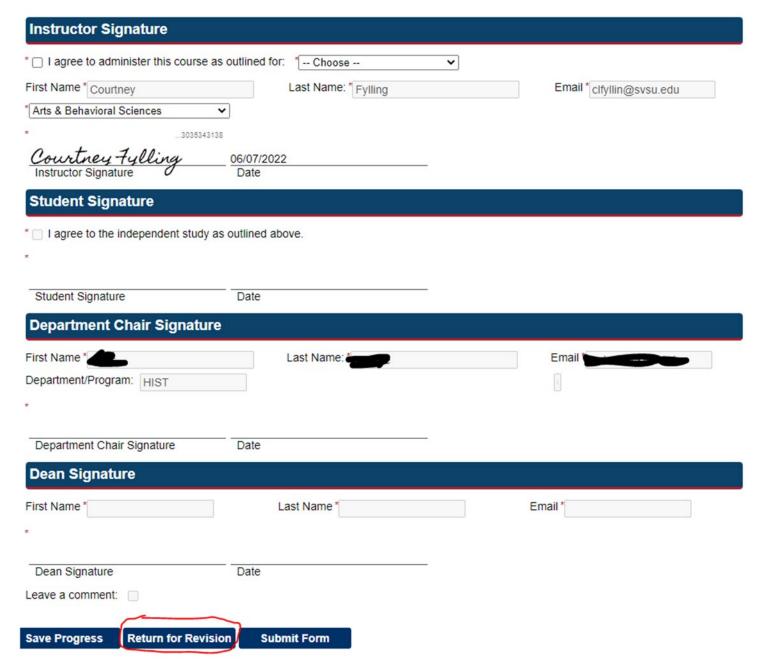
STEP 6: Registrar's Office

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

<u>To return the form for revision</u>: Scroll to the bottom of the page and click on "return for revision".



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 resubmit the form.

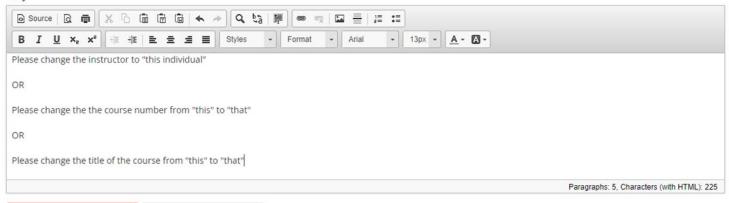
To

Courtney Fylling (clfyllin@svsu.edu)

Subject

Correct Independent Study

Body

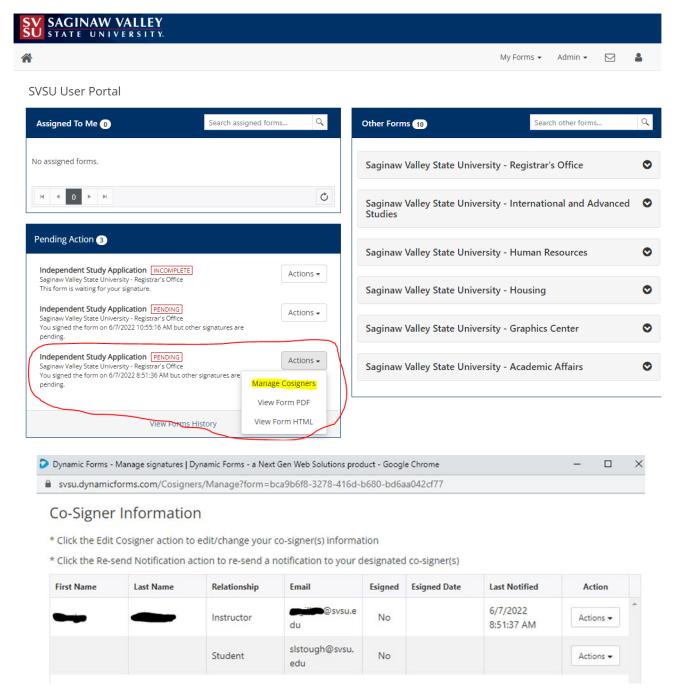


Return this form for revision

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 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.