Instructions for Application for Independent Study on Etrieve

- Workflow (Routing) for the application for independent study:

1) Instructor initiates
2) Student
3) Advisor
4) Chair
5) Associate Dean (if applicable)
6) Dean
7) Graduate Dean (if applicable)
8) Provost
9) Records Coordinator

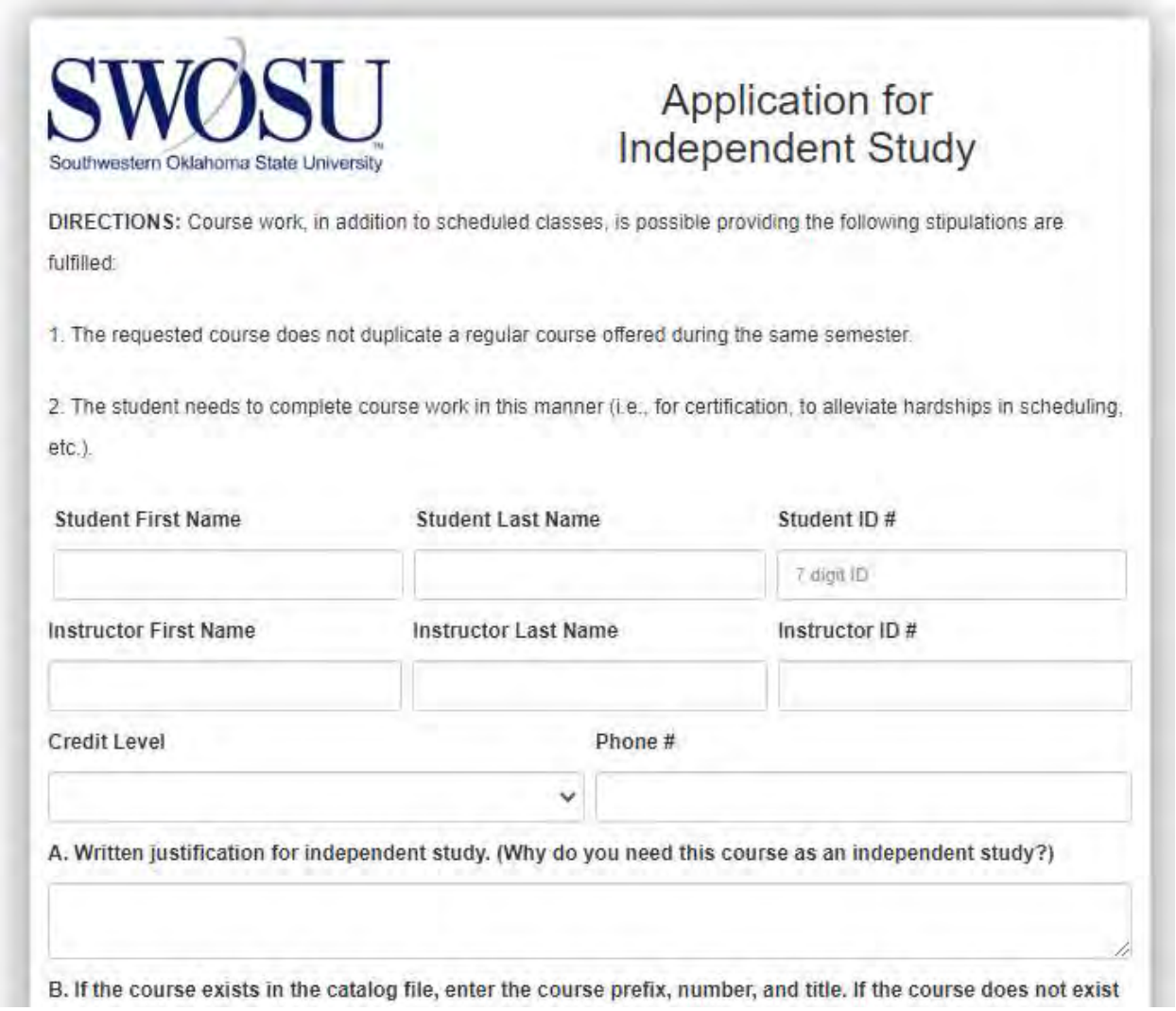
Step 1: Log in to Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on Application for Independent Study

Step 5: Complete the form



SWOSU
Southwestern Oklahoma State University

Application for Independent Study

DIRECTIONS: Course work, in addition to scheduled classes, is possible providing the following stipulations are fulfilled:

1. The requested course does not duplicate a regular course offered during the same semester.

2. The student needs to complete course work in this manner (i.e., for certification, to alleviate hardships in scheduling, etc.).

Student First Name	Student Last Name	Student ID #
		7 digit ID

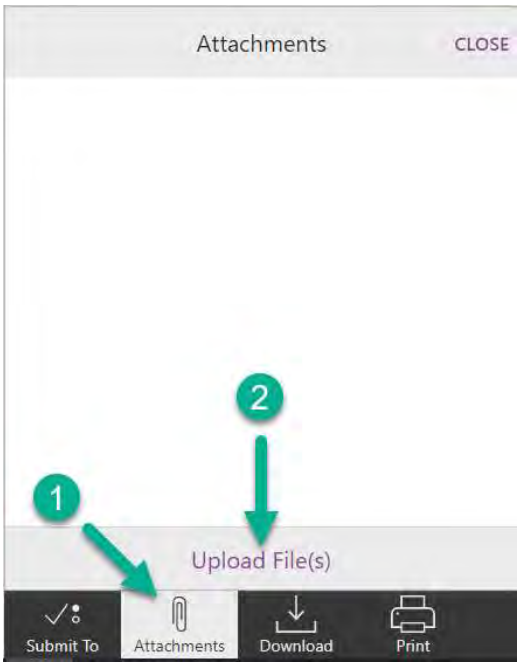
Instructor First Name	Instructor Last Name	Instructor ID #

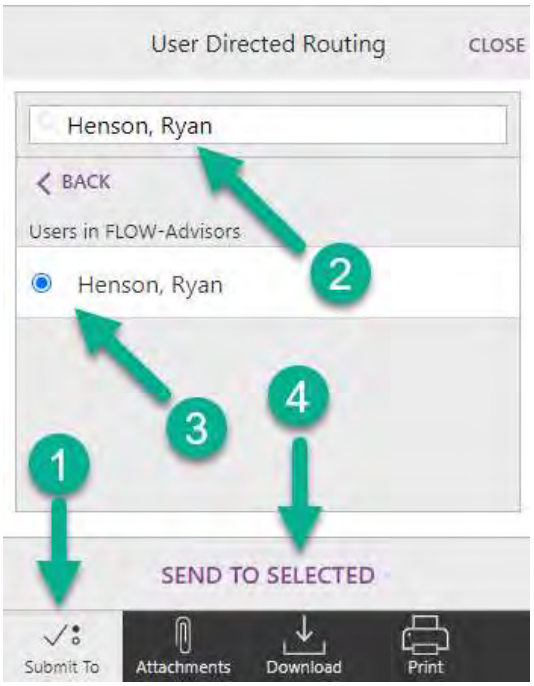
Credit Level	Phone #

A. Written justification for independent study. (Why do you need this course as an independent study?)

B. If the course exists in the catalog file, enter the course prefix, number, and title. If the course does not exist

Step 6: Once completed, attach an approved syllabus for the course



Step 7: Once Completed

1. Click the “Submit To” button at the bottom of the form
2. Search for your Advisor
3. Select your Advisor
4. Click on “SEND TO SELECTED”