

To be eligible, students must:

- Demonstrate adequate preparation, evidenced by satisfactory completion of course work in the area of proposed research.
- Have core classes completed. (**Bothell students:** B BUS 300, 307, 310, 320, 340, 350/**ELC students:** ELCBUS 300, 301, 310, 320, 330, 340, 350, 380, 382-W)
- Be in good academic standing with a cumulative GPA of 3.0.

Independent Study projects usually last for an entire quarter. For a typical research paper, it is expected that a student will write 5 double-spaced pages per credit hour. This means that if you enroll for 5 credits, you are required to submit a 25-page research paper.

Independent Study Instructions for Students:

1. Seek an Academic Sponsor to discuss your ideas or express your interest on a research project. The Academic Sponsor may be full or a part time Business School Faculty
2. Once you have an Academic Sponsor, discuss the Independent study Contract and the details of your project.
3. Attach a separate sheet addressing the title, thesis statement, bibliography, etc.
4. Submit Independent Study Contract with all required signatures to the Undergraduate Advising Office in UW1-381 for approval. Please submit all documents by your assigned registration date.
5. Once approved by the Associate Dean, an Advisor will add the student into BBUS 497.

For Office use only – Processing Instructions

- 1) *Check all information filled out. Especially: Option/Concentration, Faculty Sponsor, Title, Option/Concentration Credit*
- 2) *Date stamp*
- 3) *Check “office use only box” for core completion, cum. GPA, and previous 497/499 credits*
- 4) *Enter in Independent Study (499) spreadsheet*
- 5) *Put in Independent Study (499) folder for Associate Dean*
- 6) *Once a decision is made put in spreadsheet*
- 7) *Give to Advisor to register and initial*
- 8) *Send decision email template with registration information*
- 9) *File*