Columbia Business School

Independent Study Application

Please read the instructions on the back of this form before completing this application.

Student Name:_____ UNI: _____

Name of Faculty Advisor: _____

1.5 ❍ Or 3.0 ❍ course credits (select one) Term: _____

1. Identify the topic to be researched during this Independent Study.

2. Briefly explain how this research will fit into your academic program and career plans.

3. How do you propose to research this topic? (ex. field survey, statistical analysis, readings)

4. What form do you expect the final project to take?

5. Provide a timetable on the expected completion date for major aspects of this project.

6. Indicate below whether you have taken the following courses in previous semesters:

Course Name	Term(s) of Registration
Independent Study:	_____
Cross-Cultural Seminar:	_____
Global Business Project:	_____
Courses outside the Business School:	_____

Student signature: _____Date: _____

To be completed by the faculty advisor: I agree to supervise the Independent Study project described in this application.

Faculty Advisor signature: _____Date: _____

Please return this completed form to the Office of Student Affairs (OSA) in 113 Uris before the end of the add/drop period. For questions or concerns, please contact OSA at osa@gsb.columbia.edu or 212-854-5563.

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Independent Study is available to students who would like to explore a significant research problem related to their professional needs; the nature and extent of this independent study are determined by the student and a faculty sponsor. In certain instances, professional work at an internship or other engagement may be appropriate for academic credit through the Independent Study; this should also be determined with the guidance of a faculty member. The Independent Study is designed to be independent of the classroom experience; it may not be used as a means of adding a seat to a course with a full capacity.

Regulations governing registration for Independent Study

1. You are required to meet with your faculty sponsor a minimum of two times: once for an initial planning discussion and again in the middle of the semester to confirm that the project is on track.

2. You are expected to commit to the original project plan approved by the faculty sponsor. Any change to the topic or scope of the project must be agreed to by the professor prior to the midpoint of the semester. If you fail to obtain this approval, you risk not receiving academic credit for the course.

3. No more than 6 credits of Independent Study will be counted toward the MBA degree. (For dual degree students, the maximum number of independent study credits is 3.)

4. You may count a combined maximum of 6 credits of Independent Study, Cross-Cultural Seminar, Global Business Project, and graduate-level courses from other Columbia schools toward the MBA degree requirements.

5. Please be aware that the faculty sponsor may require a more detailed proposal in addition to this form. Also, you are advised to seek approval from the faculty sponsor well in advance of registration for the course, since final approval may involve a series of consultations with the faculty member.

6. You must submit your Independent Study application with the necessary signature(s) to the Office of Student Affairs (OSA) in 113 Uris to register for the course before the end of the add/drop period.

For questions or concerns, please contact OSA at osa@gsb.columbia.edu or 212-854-5563.