Computer Science and Systems Graduate Course Registration Form: Independent Study

Instructions

The process for enrolling in Independent study with a SET faculty member takes significant prep work – start early! It is your responsibility to identify a project and a faculty member to supervise your work. You must submit this completed form and project proposal with the approval of your faculty supervisor and your graduate program chair to be registered in the specified course(s) each quarter.

The registration form and proposal for the current quarter are due via the [SET Registration Request Form](#) by 4pm on the last day of classes of the quarter prior (i.e. students registering for these courses in Spring quarter must complete these required steps by the last day of classes in Winter quarter. Please note that "last day of classes" does not mean last day of finals week).

You are encouraged to submit your materials much sooner to avoid late registration fees. **Your form must be complete and signed by your faculty supervisor and your graduate program chair in order to be registered.**

Registration Steps:

1. **Develop a Plan**
   Identify a faculty member to work with and reach an agreement on the scope and length of your project. It is your responsibility to create a detailed proposal (much like a syllabus) for your project that includes educational objectives and outcomes, references, milestones, due dates, deliverables, and expectations for the final report (if there is one). Allow time for your faculty supervisor to review and for you to make revisions before submitting.

2. **Determine Credits**
   Discuss the number of credits you will earn with your faculty supervisor.
   Keep in mind that you can take a maximum combined total number of credits to apply to your degree requirements. If you are unsure about this amount, refer to your program's graduate handbook.

3. **Register**
   Upload your completed and signed registration form to the SET Registration Request Form (https://setuwt.smapply.us/prog/registration/) no later than 4pm on the last day of classes of the quarter prior. Upon approval, you will be registered in the course(s).

SET Graduate Registration Form
(Independent Study)

Student Name	Student ID Number	UW E-mail Address

Quarter & Year	SLN #	Credits	Instructor Name

Attach a **typed** proposal to this form that thoroughly addresses all the components listed below. Students will not be registered for incomplete or handwritten proposals.

Your project proposal must include:

1. Title or Subject
2. Project Description
3. Learning Outcomes
4. Project Timeline & Due Dates
5. Project Deliverables
6. Anticipated Resources/References
7. Final Project Format (Please indicate if there is not a final project)
8. Grading Criteria (with percentages)

By signing this form, the student and faculty supervisor agree to the terms and expectations of the attached project proposal.

_____   _____
Student Signature   Faculty Supervisor Signature
*Updated 1-25-2024

For Office Use Only

Approved:_____ Denied:_____ **Student Registered On (Date)** _____

Graduate Program Chair Signature: _____ Date _____