

INDEPENDENT STUDY GUIDELINES FOR GLOBAL AND DOMESTIC PROJECTS

The Independent Study is designed to allow students an opportunity to pursue academic interests that are currently unavailable in any academic course in the Fuqua School, Duke University, or other local universities. The operating assumption is that a student has a particular problem or project in mind before a semester begins, and the student will make arrangements with a faculty member as to the mechanisms for pursuing this interest.

The Global Independent Study (GIS) is any independent study which involves travel outside the United States. In our need to ensure the safety all Fuqua students, as well as to monitor visa compliance for non-US students, the International Programs Office at the Fuqua School of Business will need to have record of all travel performed by Fuqua students which are academic in nature.

- Independent studies are intended to be projects *designed and initiated by students*. Independent studies are *not* designed to be faculty-initiated projects.
- A student is allowed a *limit of six (6) credits of independent study courses* as a part of his/her Fuqua program. Students with compelling reasons for taking more than the six-credit limit may petition the Curriculum Committee.
- Independent studies may be for 1, 2 or 3 credits each, to be specified in the proposal (see below).
- Only *one 3 credit independent study may be taken in any one term*.
- Students *may not be compensated* for work performed as an independent study project. For Fuqua students on an F-1 visa, the work performed cannot be commensurate with work that would otherwise be compensated.
- Students are expected to be registered and in residence at Duke while working on the independent study.

Applying for an Independent Study:

- 1) Determine the content and focus of a global independent study, as well as any travel itinerary associated with the project.
- 2) Complete the online registration survey on the [Registration page for Fuqua Students](#). The survey will be available until the second day of each term.
- 3) Contact faculty members in the Fuqua School of Business to find a sponsor. Discuss content and focus of study to determine the faculty member's willingness to sponsor the GIS. Discuss whether there is sufficient "content" in the subject to warrant course credit, and agree to the scope and focus of the study.
- 4) Prepare a one page description of the GIS, including the proposed course of study, major books, articles or resources to be reviewed, term, number of credits, etc. The more detailed and descriptive, the better. Specify what material will be used for grading and how the grade will be determined. Make sure to include the signatures of the faculty member *and* the student, the number of credits, and the term in which the GIS will take place.
- 5) Submit the Independent Study proposal with the appropriate signatures. For all Independent Study proposals involving travel outside the United States, proposal should be submitted to Ms. Candice Aldrich of the International Programs Office (IPO). Independent Study proposal with no travel involved with the project, may be submitted to the Fuqua Registrars Office. All proposals will be submitted to the Associate Dean for approval. Registration will be handled by the Fuqua Registrar rather than by the student using ACES WEB. If the project is approved, the IPO will forward the approved GIS to the Fuqua Registrar's office.

These steps are designed to ensure that the student, faculty member and Fuqua's administrative offices have a common understanding of what the project will be, and how the student will be evaluated for academic credit.

These guidelines are subject to change without notice.