

Kellogg School of Management

Independent Study Request

ELIGIBILITY

FOR MBA STUDENTS ONLY. An applicant for independent study must have an academic record which indicates the scholastic ability necessary to undertake such study with acceptable results. Ordinarily, a cumulative average of 3.0 will be required. Students are restricted to one (1.0) credit of independent study per quarter. Consideration will be given to the objectives of the MBA Program and the student's progress toward the requirements for the degree.

PROCEDURES

Student should work with the supervising professor to complete this form in detail, and submit the completed form to the Chair of the academic department of the professor for approval. The form, with departmental approvals, should be received by the Kellogg Office of Registration & Records by the add deadline (usually the end of the first week of classes) for the quarter in which the independent study enrollment takes place. Late form submissions are allowed only if email from the supervising professor is received by our office, indicating intent to supervise this project, by the deadline. For group projects, each student must submit his/her own paperwork. Registration & Records will notify the student, as well as the department, when final approval and enrollment are complete.

NOTE

This form is designed to be paperless. Please send via email for faculty and department chair approval and then submit to kellogg-registrar@kellogg.northwestern.edu.

Last Name

First Name

EMPLID

Academic Program

E-mail

Supervising Professor

Department

Effective Term

Academic Year

Credits

Title of Study:

Purpose of Study:

Scope of Study

This Study Involves

Methodology to be
Employed in the Study

A statement explaining
why the student interests
cannot be satisfied in the
regular curriculum:

Measures of
Performance. (What is
the deliverable? What is
the timetable?)

Instructions on how to sign this form digitally can be found below
https://helpx.adobe.com/reader/using/fill-and-sign.html#sign_and_initial_form

Student Signature

Date

Approvals Required

Supervising Professor

Date

Department Chair

Date

Consideration will be given to the Professor's total work load and the academic integrity and its compatibility in terms of the departmental objectives.

Registration & Student
Records

Date