The independent study form enables administrative assistants, faculty members, and chairs to initiate proposals for both graduate and undergraduate courses.

Undergraduate courses: https://collab.ecu.edu/sites/hcas/isp-ug/default.aspx
Graduate courses: https://collab.ecu.edu/sites/hcas/isp-grad/default.aspx

Each page has a link to the other page for those who need to enter both graduate and undergraduate proposals.

The home page on SharePoint looks like this:

Select either the graduate or undergraduate program request form. The two forms vary only slightly. Forms may be initiated by a faculty member, an administrative assistant, or a chair. The contents of the proposal should be generated through a discussion between the student and the faculty member directing the program.

The fields that need to be completed are the following:

- Student’s name
- Student’s banner ID
- Student’s major
- Faculty member’s name
- Department/interdisciplinary program of the faculty member
- Name of the chair or director of the faculty member; the chair may delegate the review of such programs to the graduate director or the undergraduate director. Interdisciplinary program directors will review the offerings in their areas.
- Title of the proposed course or project
- Course prefix and number
- Number of credit hours
- Which semester and year the course will be taught
- The type of section
- Whether the section will be taught as Writing Intensive, in the case of undergraduate programs
- Learning Outcomes (What is the student expected to be able to do or know as a result of the course? See here: http://www.gavilan.edu/research/spd/Writing-Measurable-Learning-Outcomes.pdf)
- Course requirements (What will the student be assigned to do for the course?)
- Grading scale and weighting of assignments (These criteria should be specific and detailed such that they can stand up in a grade dispute.)
- Plan of study, including the planned interaction with the faculty member
- Attached syllabi or other documentation are optional

Below find a sample form.
When all fields have been completed, it is necessary to select “Save” in order to submit the proposal.

A completed form will automatically generate an email that goes to the student, as follows:

As instructed in the email above, the student must respond to that email with the word “Agree”.

The faculty member will receive the following email, which provides a link through which it is possible to monitor the workflow as the proposal is reviewed at various levels.
When the student has sent the email response with the word “Agree”, the chair of the faculty member, the director of the respective program, or their designee will receive the following email notifying them that they have a proposal to review on SharePoint.

The person should click in the place marked above by the oval in order to review the proposal.

As depicted below, the reviewer will be able to see all of the details of the proposals that had been entered by the initiator and accepted by the student.
If the chair, director, or designee approves of the proposal, the faculty member must select the approve button circled above. If the proposal is not approved, the reject button must be selected, and comments must be provided so the faculty member understands what has not met with approval. Both the faculty member and the initiator (if they are different people) will receive the comments. The faculty member may then revise the proposal and resubmit the proposal or ask the original initiator to do so.

If the chair, director, or designee approves of the proposal, an email will automatically be generated to the associate dean for graduate studies or undergraduate studies, depending on the level of the course. It looks like the one that was generated for the chair, director or designee, and it directs the associate dean to a similar summary of the proposal.

The respective associate dean reviews the proposal to ensure that the process has been followed and the proposal is complete. If the associate dean feels it is incomplete in some way, she or he can write comments explaining the perceived problem; the proposal can be revised and resubmitted. If there are no problems of process or completeness, the associate dean will finalize the proposal, and the following email will be sent to the chair, director, or designee and also to the faculty member and the person who initiated the proposal if that is a different person:

The section may then be created and the student may be enrolled. It will be up to the faculty member to notify the person in the department who is responsible for opening sections.