

**Please read and follow directions carefully. Student must:**

1. Select a faculty sponsor. The faculty member you select should have expertise in the focus area of your project. Design your project in consultation with your sponsor. Write a working draft of pages two and three so that revisions suggested by your sponsor may be incorporated in the final proposal.
2. Type your proposal on this form. You may attach additional pages as appropriate for clarification. Email this document to your sponsor and academic advisor as a basis for discussion and approval/signatures.
3. Retain a copy of the final proposal form for yourself and your faculty sponsor.
4. Submit the **original** proposal to your program's faculty director for review and approval.

Proposals submitted after published deadlines must be accompanied by a written explanation. Proposals received after the end of the add/drop period for the term of the proposed study will NOT count toward course load calculations for financial aid.

MLS thesis students should not use this form for MLS 690 Thesis Projects. Please contact your Holt advisor at [graduatestudies@rollins.edu](mailto:graduatestudies@rollins.edu) for further information.

**Hamilton Holt School Deadlines:**

Hamilton Holt School graduate students may register for an independent study through the Friday of the first week of the term provided all signatures, including that of the sponsor's department chair, have been obtained prior to submission to the Registrar's Office. Incomplete forms will not be accepted.

**Submit this signed form to [registrar@rollins.edu](mailto:registrar@rollins.edu) for processing.**





**PRELIMINARY BIBLIOGRAPHY:**

Which books, periodicals, journals, primary documents, and other sources will you explore? Use a proper bibliographic form accepted by the discipline in which your project falls. Attach a separate sheet, if necessary.

**MEANS OF EVALUATION:**

Indicate below the criteria upon which your grade will be based. Please estimate the percentage in each category that applies to your study and give a brief description of each.

\_\_\_\_\_ % Paper: \_\_\_\_\_  
\_\_\_\_\_ % Journal: \_\_\_\_\_  
\_\_\_\_\_ % Lab/Studio: \_\_\_\_\_  
\_\_\_\_\_ % Exam: Oral/Written: \_\_\_\_\_  
\_\_\_\_\_ % Other (Explain in detail): \_\_\_\_\_

**SIGNATURES:**

*I have read and understand the requirements, approval, and registration process for independent study as explained above. I have discussed this project and completed proposal form with my faculty sponsor. Faculty or director signatures indicate consent/approval of project.*

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Faculty Sponsor** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_