Independent Study eForm

How to complete the electronic form for Independent Study
Tutorial for Faculty
eForms may still be accessed and submitted via the links under related content in the Faculty/Advisor Center.

Instructions on this access follows:
Log into the Faculty Center and Click “Related Content” then “Electronic Forms”

Click Independent Study to begin the Form
Enter the BU ID of the student you are requesting the Independent Study for.

Then click "Search"
The instructor and student information will populate the first fields on the form.

From the look up, click the magnifying glass and choose the Plan the Independent Study is being taken for.
If choosing "Topic Not Found" please enter the topic for the Independent Study in the text box that populates the form.
Once submitted the Independent Study eForm will route to the:

- Advisor of the major chosen on the form
- Department Chairperson
- Dean
- Office of the Registrar

The Administrative Assistant in the Dean’s office will receive an email notification of the request and may view the form as part of their duties in the approval process.

Once fully approved and scheduled the Academic Advisor, Instructor submitting the form and student will receive an email notification.