

# MU-MCW Department of Biomedical Engineering

## Graduate Independent Study Course Registration Guidelines

The following is a detailed description of the request process for Graduate Independent Study for the MU-MCW Department of Biomedical Engineering.

### Request Process:

- Student will work with their course director to complete the appropriate Independent Study Request form and the [Independent Study Reading and Research Contract](#), with which it is recommended that the course director include a course syllabus.

Independent Study Request forms include:

1. [Independent Study Course—Graduate School of Management 6995](#),
  2. [Independent Study Course—Professional 7995](#),
  3. [Independent Study Course—Doctoral 8995](#).
- Student shall seek the approval of the course director and department chair.
  - Once all approvals are received, student shall send electronic copies of all documents to the COE's Records Coordinator at [coe-records@marquette.edu](mailto:coe-records@marquette.edu) for college approval. Before sending documents, students should ensure the following criteria are met:
    - a. Course titles must be less than 60 characters, including spaces.
    - b. Grading basis must be established as either "Graded A–F" or "Satisfactory/Unsatisfactory".
    - c. Credit Hours must be established.
  - The Records Coordinator will create the independent study class section in CLSS.
  - Once the independent study class section exists in CheckMarq, the Records Coordinator will administratively enroll the students, including the use of a transcript note to append the independent study title to the enrollment.
  - The Records Coordinator will email copies of the approved forms to the students, course director and registrar ([otrdocs@marquette.edu](mailto:otrdocs@marquette.edu)).
  - Registrar will place forms in student's ImageNow file.

### Considerations:

- Independent study sections are only used when the desired content does not mirror that of an existing Marquette course. If an approved Marquette course exists that covers the content being requested for the independent study, that course should be scheduled in lieu of the independent study section.
- To prevent other students from seeking and requesting enrollment in the independent study section, the section can be hidden from the schedule of classes by setting the 'Schedule Print' option to 'No' in CLSS when creating the section.