

Credits through Independent Study are available to allow students to study in subject areas outside existing courses. An Independent Study proposal must include a detailed description stating the objective(s) and the methodology of research and/or instruction to be employed by the student and the instructor.

An Independent Study course is developed with the guidance of a supervising full-time faculty member. Each credit of Independent Study should involve 45+ hours of study. Regularly scheduled classes are not available for Independent Study.

Registration **MUST** be completed in the Registration office within the published registration time schedule. Regular tuition and fee costs will be charged for Independent Study courses, and registration must be completed before starting the course. A \$40 late registration fee will be assessed to students registering for an Independent Study course after the second week of the semester or after the start of the Independent Study course, whichever is later.

**Process:**

1. The student requesting an Independent Study meets with his or her advisor to explore alternatives. If the student decides to pursue the Independent Study, both the student and the advisor sign this form.
2. The student takes this form to the instructor to see if he or she is willing to supervise the Independent Study. If so, the student and the instructor complete this form and the instructor signs it.
3. The instructor obtains the Division Chair's signature, then sets up a meeting with the Vice President of Academic and Student Affairs to obtain final approval.
4. The instructor informs the student whether or not the request has been approved.

## ■ Student Section

Student's Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course Information: \_\_\_\_\_  
Prefix & Number
Course Title
Credits

Major/field of study: \_\_\_\_\_

**Degree:**

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)

\_\_\_\_\_  
(Program)

- Certificate of Applied Science (CAS)

\_\_\_\_\_  
(Program)

- Certificate

\_\_\_\_\_  
(Program)

- Non Degree Seeking

**If granted, course dates will be:**

\_\_\_\_\_ to \_\_\_\_\_  
Starting Date End Date

**Semester:**

- Fall Semester
- Spring Semester
- Summer Semester

**Year:**

20\_\_\_\_\_

1. Describe the course of study, including the related project or problem on which the student will focus

2. Please list the goals/objectives of the course of study

3. Describe the criteria upon which the student will be evaluated and the method of evaluation

4. What final project/paper/portfolio will the student be expected to complete?



\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Advisor/Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic and Student Affairs Signature

\_\_\_\_\_  
Date

**Student Responsibilities:** With the guidance of a supervising full-time faculty member, develop/design your project. Registration must be completed within the published registration time schedule. Regular tuition and fee costs will be charged. Contact the Registration office for more detailed information.

**Instructor:** If you agree to supervise an Independent Study, it is your responsibility to guide the student in developing a proposal, to evaluate the project and submit a grade to the Admissions and Records office. Work with the student to develop a proposal that meets the credit requirements, sign this form on the appropriate line, and submit it to the Division Chair for approval. Then, set up a meeting with the Vice President of academic and Student Affairs to obtain an approval signature. You will receive a grade roster at the end of the semester. Assign a grade just as you do with regular classes.

**Division Chair:** Review the proposal submitted by the instructor. If the proposal is satisfactory, sign the request. If modifications are needed, return the request unsigned to the instructor with suggestions for revision.

**FOR OFFICE USE ONLY**

Date entered by Academic Affairs: \_\_\_\_\_

Date Registered: \_\_\_\_\_

REVISED 4/2017