

APPLICATION FOR INDEPENDENT STUDY
SUNY Plattsburgh

Please follow guidelines listed on reverse side of this form.

STUDENT INFORMATION

Student's Name: Print last name, first name _____

Student's ID _____

Local Address _____

Email Address _____

Local or Cell Telephone Number _____

Major(s) _____

Minor (s) _____

Class Level _____

_____ (attach transcript or CAPP)
Cumulative GPA _____

Total number of credit hours to be registered for this semester, including proposed independent study: _____

Total number of independent study credits completed prior to this proposal: _____

undergraduate

graduate

COURSE INFORMATION

Course Subject/Number (e.g., ANT199, ANT299, ANT399, ANT499 or ANT599 [for graduate]): _____

Title of Independent Study (print): _____

Number of Credit Hours for this Independent Study: _____
(Faculty sponsor must attach justification for the number of credit hours awarded.)

Date project begins: _____ Date project ends: _____

Location (circle one): Main Campus Extension Center (ACC) Miner Center Other (list): _____

Faculty Sponsor's Name: _____ Sponsor's Campus Address/Phone: _____

Explain how this course is applicable toward the student's degree program: _____

(Note: If the independent study is a deviation/substitution for a course in the student's program, a *Deviation Request Form* must accompany this application.)

Signatures must be obtained in the following order:

COURSE APPROVAL

Yes No

Faculty Sponsor: _____ Date: _____

Academic Advisor: _____ Date: _____

Chair (of department offering course): _____ Date: _____

Dean (of division offering course): _____ Date: _____

CREDIT OVERLOAD APPROVAL

Yes No

Chair (of student's major): _____ Date: _____

Dean (of student's major): _____ Date: _____

GUIDELINES AND PROCEDURES FOR INDEPENDENT STUDY APPLICATION

I. GUIDELINES

- A. To be eligible for independent study undergraduates should have a 2.5 cumulative grade point average and graduates should have a 3.25 cumulative grade point average.
- B. Undergraduates may not take more than 18 credits per semester including the independent study, and graduate students may not take more than 15 credits per semester including the independent study, except with permission from the student's advisor, the department chair and dean of his/her major. Permission is also required to exceed 15 credits for all summer sessions combined or to exceed seven credits for the winter session.
- C. No more than nine credits of independent study may be applied to a graduate degree.
- D. To receive credit for independent study in any semester the *Application for Independent Study* must be approved and received in the dean's office by the end of the second week of the semester (or first week of the summer or winter session).
- E. The ending date of the independent study must be within the term it was initiated; projects spanning more than one term must be subdivided, with separate applications submitted.

II. PROCEDURES

- A. Prepare a preliminary draft of your proposed independent study outline, including the following:
 - 1. Statement of the problem, question, or investigation with specific objectives to be pursued; this is the "what" of the proposal.
 - 2. Purpose or rationale for the study, including its value to you; this is the "why" of the study.
 - 3. Scope of the study; indicate specific materials to be covered (topics, methods, and/or skills to be mastered)
 - 4. Procedure to be followed (lectures to be attended, books/papers to be read, research to be conducted, technical processes to be used); this is the "how" of the study.
 - 5. Method of supervision, reporting, and evaluation (how often you will meet with your supervisor; reports, talks, demonstrations you will give; grading system to be used—A-E or pass/fail).
 - 6. Note: If your proposed study involves research with human or animal subjects you must also complete an application for research with human or animal subjects; contact the Office of Sponsored Research, Kehoe 815, ext. 2155.
- B. Present the draft of your independent study outline, a copy of your transcript or CAPP report, and a completed independent study application form to your prospective faculty sponsor for discussion. If your faculty sponsor approves your proposal, prepare a final version of the independent study outline, incorporating your sponsor's suggestions.
- C. The faculty sponsor must attach an explanation of how the student's project justifies the credit requested.
- D. Obtain all required signatures.
- E. If approved by all parties, the dean (of the division offering the course) will retain a full copy, distribute first-page copies to student, advisor, department chair (of department offering the course) and Registrar, and send a full copy to the faculty sponsor.