

Undergraduate Independent Study Proposal,  
Course Creation, and Registration Form  
**\*\* Independent Study is NOT available to Non-Degree students\*\***  
**Please use this form, effective for Fall 2021 term and forward**

**Part I: Student Information**

*(to be completed by student)*

Name \_\_\_\_\_ ID# \_\_\_\_\_

Major Department \_\_\_\_\_

Degree Program *(circle one)* AAS BFA BS

Independent Study will be pursued in the \_\_\_\_\_ (semester) \_\_\_\_\_ (year)\*

Have you ever completed an Independent Study in a previous semester? \_\_\_Yes \_\_\_No

Confirm that you meet the following requirements for Independent Study:

- My GPA is 3.5 or higher
- I am a 3-4<sup>th</sup> semester or 7-8<sup>th</sup> semester student and I have attached a degree audit to verify GPA & semester status.

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Forms must be received by the Registrar's Office by the end of the add-drop period in the Fall and Spring Semesters.

**Part II: Intent of Study**

*(to be completed by student with consultation from Faculty)*

*You may use the space below or attach additional sheets, if needed.*

1. Number of Credits: Please keep in mind that one credit for independent study will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity. *(from SUNY's credit/contact hour policy for independent study)*
  - 1 credit= 45 hours
  - 2 credit = 90 hours
  - 3 credit = 135 hours
  - Number of credits for this IS course: \_\_\_\_\_
2. Course Description:
3. Independent Study Learning Outcomes: *(See guidelines at <http://www.fitnyc.edu/cet/resources/syllabus-outcomes.php>)*

Upon completion of this independent study course, student will be able to:

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4. Reading or texts
5. Grading Method/Evaluation: *(with percentages; must total 100%)*.
6. Units/Weeks of Study and hours:
7. Unit Descriptions: *(Please attach in detail what topics will be covered in each unit or week. Specific assignments are not necessary unless they aid in understanding the unit).*
8. Bibliography
9. Other notes regarding Independent Study course: *(optional; please attach another sheet if necessary)*

**Part III: Course Information**

*(to be completed by instructor responsible for the section)*

Please provide the course details below (The Registrar's Office will build the section for this student, per your approval):

Subject: \_\_\_\_\_

Course (circle one): 299    499

Independent Study Title (ex: Indep Std: Hats of the 1920s): \_\_\_\_\_

# Credits (Range: 1.0 – 3.0): \_\_\_\_\_

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

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

Instructor ID#: \_\_\_\_\_

**Part IV: Registration Details**

*(to be completed by student)*

I \_\_\_\_\_ hereby elect to enroll in the following Independent Study Course and have obtained the proper permissions from the course instructor, Department Chair, and School Dean. I understand that once registered, standard tuition and fees will be applied.

I understand if I register and do not attend, or fail to complete the coursework, I will be responsible for payment of tuition of fees.

I understand Independent Study cannot be used to replace any course in my major and is generally counted towards elective credit.

I agree to withdraw from Independent Study by the deadline posted in the academic calendar if my instructor has determined I have not made sufficient progress towards completing my project in that amount of time. I understand that a grade of "Incomplete" is not approved for Independent Study.

Student's Signature: \_\_\_\_\_

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

**Part V: Required Signatures**

Please obtain the following required permissions and confirmation of appropriate GPA and semester status:

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* The Dean's Office should then return this form to the Registrar's Office, C -158, wherein your registration shall be processed \*\***

**Registrar's Office Use Only:**

Date of section creation: \_\_\_\_\_

Section Number: \_\_\_\_\_

CRN: \_\_\_\_\_

Registration Processed By: \_\_\_\_\_

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