

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 2024 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 3-4th semester or 7-8th semester student and I have attached a degree audit to verify GPA & semester status.

Forms are due in the Dean's office by December 1st for Spring and May 1st for Fall.

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:

-
-
-

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 (See citation styles here: <https://www.fitnyc.edu/writing-studio/guides/citing.php>)
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 courses may only fulfill a general elective or excess course, and cannot apply towards academic minor requirements.

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: _____

*Registrar's Office: Return copies to Dean, Chair, and Instructor upon course section creation and registration
Scan copy for file*