

# **Independent Study Request Form**

**Completed form is due in the Academic Affairs office by the last date of the ADD/DROP period for the semester for which you are applying. Date**

**Student Information:** (Please type or print neatly in ink)

Name Student ID#

Last First M.I. (Not SS #)

Address

# Street

Telephone

City

State

Zip

Financial Aid: Yes No

List current degree program/ certificate program of study

Semester of study Current GPA: Expected date of graduation

**Course information:**

Course # 7000 CCRI Course Equivalent: Include course number and title: If no CCRI equivalent, will this course be substituted? Yes/No If yes, attach approved course substitution form. Course title: \_ # of credits

Course completion date:

Prerequisite Course(s) Date Completed

Faculty Name: Phone Campus **Syllabus must be attached** and include: Start & end dates, course objectives, learning outcomes, assessment methods, number of student / faculty meetings, number of assignments & due dates for each, course materials, explanation of grading system. Honorarium will be paid with submission of final student grades as A, B, C, D, F. (WP, WF, NA, I, IC, W, AU, S, U, are not considered for payment.)

|  |
| --- |
| **Rationale:**  Course is not offered in current semester  Course not projected to be offered in any semester prior to graduation  Course needed for individualized situation ( Please explain) |
| I have received a copy of the course syllabus and agree to follow the Independent Study format as indicated.  **Student signature:** |

**Approval Signatures:**

Faculty : Date: Department chair: \_ Date: Divisional dean: Date:

**Office of Enrollment Services Use Date completed: CRN# Subject, Course & section number:**

# **Independent Study Request Criteria**

1. Student/faculty complete the Independent Study (*IS*) request form in its entirety.
2. Student must be enrolled in a degree program and have completed a minimum of 30 credits **OR** be enrolled in a certificate program and have completed a minimum of 12 credits.
3. The student must have earned a minimum GPA of 2.0.
4. The RATIONALE must meet at least one of the following criteria:
   * Course is a graduation requirement and not being offered in the current semester
   * Course is needed as a prerequisite to a required course
   * Course has not been taught at CCRI in the past two semesters
   * Course is not projected to be offered in any semester prior to graduation
   * Individual situations will be considered by the VPAA
5. The *IS* form must be submitted with an attached syllabus which includes:
   * Start & end dates
   * Course objectives
   * Learning outcomes
   * Assessment methods
   * Number of student / faculty meetings
   * Number of assignments & due dates for each
   * Course materials
   * Explanation of grading system
6. The *IS* form must have approval signatures from each of the following:
   * Faculty sponsor
   * Department chair
   * Divisional dean
7. Each of the document approvers should retain a copy.