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                                                                     City

State                                    Zip

Telephone ________________________

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: ________________________    Date Completed ________________

Prerequisite Course(s)______________________________    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: ________________________

Revision 9/2015
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
   - Vice President Academic Affairs

7. Each of the document approvers should retain a copy.