



# Independent Study Request

## 453.06

**Instructions:** This form is to be used by undergraduate and graduate students who wish to request an Independent Study. In order to take an Independent Study, a student may only take one course by independent study per semester and must meet the following requirements:

- Must be an undergraduate senior or a masters student in last year of study;
- Must have a current CGPA of 3.0 or higher;
- Must not have previously failed the course;
- Must not have any unsettled matters with the college; and
- Must not currently be on academic warning or probation.

Please print and return completed form with all signatures to the Registrar's Office.

Fee: \$300.00 per class (in addition to tuition)

Please Print Clearly

Full Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Program Director: \_\_\_\_\_

Degree: \_\_\_\_\_

Semester: \_\_\_\_\_

GPA: \_\_\_\_\_

Course ID	Section	Course Title	Professor's Signature	Date Signed	Completion Date
<i>Ex. SCI101</i>	<i>Ex. A</i>	<i>Ex. Biology I</i>	<i>Ex. Professor's Signature</i>	<i>Ex. 10/10/2010</i>	<i>Ex. 12/08/2010</i>

Reason(s) for the Independent Study Request: \_\_\_\_\_

\_\_\_\_\_

The Registrar will notify the student and teaching professor by email of the request's approval or denial.

**Required Signatures (must be signed in the following order):**

Student: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Entered in SONIS \_\_\_\_\_ Date: \_\_\_\_\_ Business Office Copy: \_\_\_\_\_

Contacted Student: \_\_\_\_\_ Contacted Professor: \_\_\_\_\_ Contacted CSM: \_\_\_\_\_ Contacted Instructional Support: \_\_\_\_\_