

APPLICATION FOR UNDERGRADUATE INDEPENDENT STUDY

Conditions:

- 1) Completion of at least one semester's work in a degree program at SUNY Oneonta.
- 2) A cumulative grade point average of at least 2.00, unless there are extenuating circumstances.
- 3) No more than 6 semester hours of work in independent study work during any one semester, and no more than a total of 30 semester hours in independent study toward a degree.
- 4) The student and his/her sponsor will prepare and submit to the department chair for the project's academic area the Independent Study Form. The completed form (typed clearly) should include:
  - a. a description of the proposed project in as much detail as possible;
  - b. a statement indicating the student's competency to pursue the project;
  - c. a statement concerning the nature of the final product as well as the nature of evaluation to be used by the sponsor;
  - d. a statement indicating whether the student desires to choose pass/fail or letter grade option (projects graded pass/fail will only count for elective credit);
  - e. a statement of intent concerning the approximate number and nature of faculty-student consultations.
- 5) The completed form must be signed by the sponsor and approved by the Department Chair of the department within whose discipline the study falls, and submitted according to deadlines as published in the **Key Dates and Deadlines** (after deadline, late fee will be assessed).
- 6) If the independent study project is not completed during the semester in which the student registered for it, the instructor must assign a grade of I or E, depending on the circumstances.

Expectations:

- 1) Project: clear, concise description of topic and purpose of study.
- 2) Course requirements: number and frequency of meetings, papers, etc.
- 3) Method of evaluation: weekly, semester papers, examinations, reports, ect.
- 4) Bibliography (appended).

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

Residence Hall or Local Address: \_\_\_\_\_

Class Level: \_\_\_\_\_ Current G.P.A. \_\_\_\_\_ Student's Major: \_\_\_\_\_

Semester hours taken previously in Independent Study: \_\_\_\_\_

Total S.H. **currently** being taken in Independent Study: \_\_\_\_\_

Total hours registered for this semester **including** this project \_\_\_\_\_ (If over 18 s.h. must have overload approval.)

Term: \_\_\_\_\_ Dates of Assignment: \_\_\_\_\_ to \_\_\_\_\_ Grading Option:  Letter Grade

Dept. Subj. \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

\_\_\_\_\_ - 199 \_\_\_\_\_ Semester hours for this project: \_\_\_\_\_

\_\_\_\_\_ - 299 \_\_\_\_\_ Please print the project title below: \_\_\_\_\_

\_\_\_\_\_ - 399 \_\_\_\_\_ IND ST: \_\_\_\_\_ (Limit the title to 23 Characters)

Project Description: (attach additional sheet if necessary)

Approved by: (Please print or type name and sign)

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Project Area Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Return completed form to appropriate office:  Registrar  Continuing Ed./Summer Session

Distribution: Appropriate Office Department Chair Instructor Student