Independent Study Course Request Form

Independent Study courses are intended for the student who wishes to pursue a topic of study beyond the level available in the traditional course structure. In general, a student may register for any number of Independent Study courses. Normally, the credits earned may not be used to replace required courses in any program and no more than 4 credit hours may be used as elective credit.

REQUIREMENTS: To qualify for Independent Study the student must have:

1.   completed a minimum of 30 hours of collegiate course work with a GPA of 2.5 or higher;

2.   completed a minimum of 6 hours in the discipline in question with a GPA of 2.5 or higher;

3.   be matriculated.

PROCESS: After the student selects a faculty member with whom he/she wishes to study:

1.   the two must agree on:
    the course of study,
    the completion date,
    the number of credits (1-3), and
    the evaluation procedure to be used;

2.   the student will complete and sign his/her portion of the Independent Study form;

3.   the faculty member will complete and sign his/her portion of the Independent Study form, including obtaining or verifying the credits earned and GPA of the student. (This information is available in the student's record; see Registration Office personnel;)

4.   the faculty member will obtain approval, as indicated by signatures on the form, of the Department Chair and Associate Dean of Academic Affairs;

5.   the faculty member will distribute as follows:

    original to the student's file (in Registration;)
    copies to signatories (the student, the faculty member, the department chair, and the Associate Dean of Academic Affairs.)

NOTE: The above is a description of Independent Study as opposed to Individualized Study. Individualized Study is a method by which a course normally offered in the traditional course Structure, is offered in a non-traditional format; the course content is the same in both formats. Independent Study is a course in which subject content is different from that covered in any of the courses in the college inventory

To be completed by the student:

Student Name: M#/UC ID#:

UC Email Address: Phone #:

Address:

Student's Program:

I plan to earn a 2-year Associate degree   Yes   No   Maybe

I plan to earn a 4-year Baccalaureate degree   Yes   No   Maybe

Academic Term for Requested Course: Fall   Spring   Summer

Course (ex. PSYC2052):   ***Note: course will be suppressed from OneStop**

Course Title (ex. Fieldwork Practicum):

Number of credit hours: Completion Date:

Reason(s) for Request:

I am aware that the **INDEPENDENT STUDY** credits I earn may **NOT** transfer as required credit to a four-year university/college and that these **INDEPENDENT STUDY** credits may not transfer as elective credit either. I understand that no more than 4 credit hours in **INDEPENDENT STUDY** may be used as free elective towards an associate degree.

I have discussed this **INDEPENDENT STUDY** course with the following faculty member and he/she has agreed to work with me in outlining the course of study, readings, research, etc., and the necessary evaluation needed to earn the indicated credit above.

Faculty Name: Faculty Title:

Student Signature: Date:

*Contract/syllabus for the Independent Study course above detailing course objective and basis for grading must be attached.

SEE BACK OF FORM – <u>MUST</u> BE FILLED OUT <u>BEFORE</u> APPROVAL

To be completed by the faculty member:

I have agreed to supervise an independent study course and have verified* the information below:

Student Name:

Area of independent study:

Particular topic:

Completion date:

Credits to be awarded:

Number of Clermont College credits student has earned:

Number of advanced standing credits:

Total collegiate credits:

Credits earned in area:

Faculty Name: Faculty Title:

Faculty Signature: Date:

Department Chair Signature: Date:

 Academic Affairs Signature: Date:

Information is available from the Clermont College Registration Office

CONTRACT DISTRIBUTION: Original to student's files; photocopies to signatories