

**PAUL SMITH'S COLLEGE
INDEPENDENT STUDY FORM**

All information on this form needs to be completed, both front and back pages, with all required signatures, for it to be processed.

Date: _____

Student's Name: _____

Date of Entry: _____ **Program:** _____

The aforementioned student has requested permission to take:

Course Name: _____

Course Number and Section: _____

Semester to be taken: _____ **Credit Hours:** _____

Instructor: _____

Reason for Request: _____

ATTACHMENTS: **COURSE OF STUDY INCLUDING:**

- 1) Evaluation Techniques
- 2) Timetable for Completion
- 3) Final Project/Examination
- 4) Any Signed Agreement between Instructor and Student

ADVISOR:	APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>	DATE: _____
Signature: _____			
INSTRUCTOR:	APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>	DATE: _____
Signature: _____			
DEAN:	APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>	DATE: _____
Signature: _____			
PROVOST:	APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>	DATE: _____
Signature: _____			

Independent Study

Students may be eligible for Independent Study where the necessary prerequisites are met. Permission to enroll in an Independent Study must be obtained from the student's advisor, the instructor of the course, the Dean of the Course and the Provost. This completed form must be filed in the office of the Dean, the instructor and the Registrar's Office to be officially registered in the course.

The Independent Study is designed under the direction of a faculty member to allow study of material covered in the course syllabus. Unless previously arranged, Independent Study is conducted under the regular semester calendar and completed by the end of the semester.

Permission for Independent Study requires:

1. Sophomore, Junior or Senior Standing Yes [] No []
2. A minimum cumulative grade point average of 2.50 or better

GPA:

3. Meets additional division requirements Yes [] No []
4. Independent Study *may not be taken* to replace a "D" or an "F" grade received in previous course work.
5. No more than one course of the minimum requirements for the major/program may be met as Independent Study.

Please indicate any other Independent Study Courses student has complete to date: _____

The minimum number of student-instructor meetings shall be four plus twice the number of semester hours of credit granted: e.g.

Semester Hours		Number of Meetings
1	$4 + 2 =$	6
2	$4 + 4 =$	8
3	$4 + 6 =$	10
4	$4 + 8 =$	12
5	$4 + 10 =$	14

The evaluation of the student will be by written reports, written or oral examinations and a written final examination.