INDEPENDENT STUDY or INDIVIDUAL OFFERING

A) NAME ______________________________ CSS ID # ________________

B) COURSE TITLE (to appear on transcript – do not exceed the number of available boxes)

C) TERM IN WHICH THE COURSE IS TO BE OFFERED □ FALL □ SPRING □ SUMMER

D) EXPECTED DATE OF COMPLETION______________________

E) LAB FEE $____________

F) COURSE OR PROPOSAL OUTLINE (attach additional sheet if necessary)
   ___Proposal on file with instructor
   ___As per guidelines in department handbook

G) REASON FOR PROPOSAL (vs. regular class)
   ___ Lives more than 30 miles from campus
   ___Needed now to graduate

“I agree to make payment, and accept refunds due me, for the above courses in accordance with the terms and conditions outlined in the current published tuition/fees and refund policy statement of the college. I understand late fees and collection costs will be assessed if the account is not paid in full.”

H) TOTAL CREDITS FOR TERM ________          _____________________________    __________

I) _________________________________          _____________________________    __________
   Instructor’s name
   Instructor’s signature
   Date

J) _________________________________          _____________________________    __________
   Advisor’s name
   Advisor’s signature
   Date

Registrar: Apply this course to meet _____________________________________________

_____________________________________________________requirement in Degree Works.

_______________________   ___________
Department Chair’s signature
Date
**Individual Offering** - A one-on-one offering of an already existing course. A senior, for example, needs a particular course to graduate, and the course is not being offered again until after the proposed graduation date.

**Independent Study** - This is a course which does not already exist in the catalog, which a student proposes as a result of a specialized interest, and which requires the written consent of the instructor and the department chair.

*Updated 7/20/2023*