INDEPENDENT STUDY FORM

A) NAME ______________________________  CSS ID# ___________________ CSS BOX _____

B) DISCIPLINE  NUMBER  OFFICE  CREDIT

C) [ ] PACKAGED COURSE  [ ] INDIVIDUAL OFFERING  [ ] INDEPENDENT STUDY

See back for definitions

D) COURSE TITLE (to appear on transcript)

E) TERM IN WHICH THE COURSE IS TO BE OFFERED

[ ] FALL  [ ] SPRING  [ ] SUMMER

F) ARE YOU AN EXTENDED STUDIES STUDENT?  YES [ ]  NO [ ]

G) EXPECTED DATE OF COMPLETION ______________________

H) LAB FEE $__________

I) COURSE OR PROPOSAL OUTLINE (attach additional sheet if necessary)

[ ] Proposal on file with instructor

[ ] As per guidelines in department handbook

J) 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.”

K) TOTAL CREDITS FOR TERM ________

Student’s signature  Date

L) ______________________________

Instructor’s name  Instructor’s signature  Date

M) ______________________________

Advisor’s name  Advisor’s signature  Date

Department Chair’s signature  Date
**Packaged Course** - A course which is offered on audio/video tape.

**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 6/11*