

APPLICATION FOR INDEPENDENT STUDY IN ACADEMIC WORK

Student: _____ / _____ **Date:** _____
Name Student ID#

Address: _____
Street/Apt.# City State Zip

Contact: _____
Home Phone Business or Cell Phone E-mail address

Degree or Certificate: _____

Independent study will only be considered if: 1) the class is required for graduation during the given academic year; 2) the class was cancelled or not offered; or 3) special circumstances prevent[ed] the student from registering for the regularly scheduled section of the course. Independent study courses must be completed within the semester for which the student has registered.

- 299 Special Study:** A course not offered in the current Chesapeake College Catalog. The student must be a sophomore with at least a 3.0 quality point average or possess at least an Associate degree. (Attach a course description.)
- Independent Study:** A course listed in the current Chesapeake College Catalog, but unavailable to the student due to special circumstances. The student must possess at least a 2.5 quality point average and acquire the permission of the instructor. (Note: QPA requirement may be appealed through the office of the V.P. Workforce & Academic Training.)

Reason: Required for Graduation Cancelled/Not Offered Special Circumstances (Attach explanation)

Course Number & Title	Semester	Credits	Elective or Required?
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I understand that upon approval, I will be automatically registered for this course and accept financial responsibility for tuition and all applicable fees. It is my responsibility to contact the registration office prior to the start of the semester if I no longer intend to take this course.

 Student Signature Date

 Instructor Signature Date

Verification of Eligibility

Credits Completed / Q.P.A. / _____
Registrar Date

 Department Chair Signature Date

Approvals:

 Academic Dean Date

 Vice President for Workforce & Academic Training Date

INDEPENDENT STUDY COURSE INFORMATION:

(Please attach a syllabus and, if necessary, use a separate sheet of paper to answer the following questions.)

Other courses that will be taken simultaneously with the independent study:

Course Title	Course #	Section #	Instructor

Primary goal(s) of this independent study:

How does the independent study build on the student's previous coursework?

Will there be a reading list? Yes No

If so, what will it include?

Determination of the final grade will be based on: (Please give percentages for all applicable factors.)

- 1) _____ % Student/faculty interaction
- 2) _____ % Annotated bibliography
- 3) _____ % Literature review
- 4) _____ % Early draft of paper
- 5) _____ % Final draft of paper
- 6) _____ % Other types of assessment (Please specify): _____

How often will you plan to meet?

What will be covered at each session?

What are the deadlines for components of project and for the final completion?

Attach Additional Pages as Required.

CHESAPEAKE COLLEGE
Wye Mills, MD 21679

INDEPENDENT STUDY APPLICATION PROCESS

Context: There are two primary ways to process an independent study:

1. Students may request independent study for a course required for graduation that is not offered in a given semester. If no reasonable substitution is possible, the student and faculty member work together to complete the Request for Independent Study form and submit it to the Academic Dean.
2. When a course is cancelled due to low enrollment, a decision can be made to offer independent studies for enrolled students. In this case, tracking down students to initiate the request is unnecessary. The dean will notify the faculty member and process necessary paperwork. The instructor can then meet the first class and work out a plan that serves the needs of enrolled students, then submit the plan (the second page of the form only) to the dean.

Process:

1. Identify the need for independent study: see above.
2. Faculty and student(s) work together to complete the Request for Independent Study form. Course description and supporting materials should be attached to the form.
3. The form should be submitted to the office of the Registrar to verify eligibility. (This step may be completed by faculty or the appropriate dean.)
4. Faculty submit the Request for Independent Study form to the appropriate dean for completion.

Deadline:

- Application for Independent Study forms must be completed and signed by all parties prior to the start of the semester for which they apply.