



FOR OFFICE USE ONLY

ASSIGNED CRN # _____

INDEPENDENT STUDY

NAME: _____

Date of Birth: _____

ADDRESS: _____

SFSC ID #: _____

TERM: _____ YEAR: _____

BEGINNING DATE: _____

PHONE #: _____

COURSE TITLE _____

ENDING DATE: _____

If this is an Apprenticeship, Clinical, CO-OP, Internship, Practicum or Work Experience What is the name of business and location?

NUMBER OF CREDIT HOURS _____

COURSE PREFIX & # _____

DL CODES: Instructional Method: C, D, HB, _____ Technology Delivery (session) H, I, L, M, N, V, W _____

Schedule Type: APR, COE, EX, H, HB, I, L, N, PRC, S, V, W _____

REASON (S) FOR REQUESTING INDEPENDENT STUDY

- 1. _____ MEDICAL
2. _____ COURSE REQUIRED FOR GRADUATION
3. _____ LAST TERM
4. _____ OTHER

REQUIREMENTS:

- 1. WRITTEN ASSIGNMENTS: _____
2. EXAMINATIONS: _____
3. CONSULTATIONS: _____
4. COMPLETED DATE: _____
5. SYLLABUS ATTACHED: _____

INSTRUCTOR'S SIGNATURE

DATE

APPROVED

DENIED

DEPARTMENT CHAIR

DATE

APPROVED

DENIED

DEAN

DATE

ASSIGNED TO: _____

INSTRUCTOR'S NAME (PLEASE PRINT)

PROCEDURE FOR INDEPENDENT STUDY

1. May be initiated by student or instructor.
2. Student completes top section, with pertinent information.
3. Either the student or instructor provides the “course prefix, course number, course title, and number of credit hours.”
4. Instructor completes “REQUIREMENTS” section.
5. Instructor delivers paperwork to appropriate Department Chair for signature. This applies to courses at all Campus/Center locations.
6. Department Chair delivers paperwork to appropriate Dean for signature.
7. Paperwork is forwarded to Registrar so that a CRN can be built.
8. Once the CRN has been built, the Registration Data Specialist adds the student’s name, course number and CRN number to the list of approved Independent Studies, and forwards this information to all registration personnel at all campuses/centers.
9. This paperwork must be completed for each student requesting an independent study, even if there is an independent study CRN already built for the specified class. If a regular class is to be converted from Standard Lecture to an Independent Study, you **must provide** a listing of all students in the group, their social security number, and **student signature.**
10. Students registers.