



Independent Study Request Form

Completed form is due in the Academic Affairs office by the last date of the ADD/DROP period
for the semester for which you are applying. Date _____

Student Information: (Please type or print neatly in ink)

Name _____ Student ID# _____
Last First M.I. (Not SS #)
Address _____
Street City State Zip
Telephone _____ Financial Aid: Yes _____ No _____
List current degree program/ certificate program of study _____
Semester of study _____ Current GPA: _____ Expected date of graduation _____

Course information:

Course # _____ 7000 CCRI Course Equivalent: Include course number and title: _____
If no CCRI equivalent, will this course be substituted? Yes/No _____ If yes, attach approved course substitution form.
Course title: _____ # of credits _____
Course completion date: _____
Prerequisite Course(s) _____ Date Completed _____
Faculty Name: _____ Phone _____ Campus _____

Syllabus must be attached and include: Start & end dates, course objectives, learning outcomes, assessment methods, number of student / faculty meetings, number of assignments & due dates for each, course materials, explanation of grading system. Honorarium will be paid with submission of final student grades as A, B, C, D, F. (WP, WF, NA, I, IC, W, AU, S, U, are not considered for payment.)

Rationale:

- ☐ Course is not offered in current semester
- ☐ Course not projected to be offered in any semester prior to graduation
- ☐ Course needed for individualized situation (Please explain) _____

I have received a copy of the course syllabus and agree to follow the Independent Study format as indicated.

Student signature: _____

Approval Signatures:

Faculty : _____ Date: _____
Department chair: _____ Date: _____
Divisional dean: _____ Date: _____

Office of Enrollment Services Use Date completed: _____ CRN# _____
Subject, Course & section number: _____

Independent Study Request Criteria

1. Student/faculty complete the Independent Study (*IS*) request form in its entirety.
2. Student must be enrolled in a degree program and have completed a minimum of 30 credits **OR** be enrolled in a certificate program and have completed a minimum of 12 credits.
3. The student must have earned a minimum GPA of 2.0.
4. The RATIONALE must meet at least one of the following criteria:
 - Course is a graduation requirement and not being offered in the current semester
 - Course is needed as a prerequisite to a required course
 - Course has not been taught at CCRI in the past two semesters
 - Course is not projected to be offered in any semester prior to graduation
 - Individual situations will be considered by the VPAA
5. The *IS* form must be submitted with an attached syllabus which includes:
 - Start & end dates
 - Course objectives
 - Learning outcomes
 - Assessment methods
 - Number of student / faculty meetings
 - Number of assignments & due dates for each
 - Course materials
 - Explanation of grading system
6. The *IS* form must have approval signatures from each of the following:
 - Faculty sponsor
 - Department chair
 - Divisional dean
 - Vice President Academic Affairs
7. Each of the document approvers should retain a copy.