



_____ **Request for Independent Study**

_____ **Request for Directed Study**

For Independent Study Only (Please Check One)

_____ First Year Level Course

_____ Second Year Level Course

PLEASE REFER TO INSTRUCTIONS ON BACK OF THIS FORM

REQUESTED BY:

Student's Name _____ Date _____

Last 4 Digits of SSN _____ Current Semester Hours Without This Course _____

Course Title (Include Course Number if Directed Study) _____

Credit Hours _____ Beginning Date _____ Ending Date _____

Instructor _____

Reason Directed/Independent Study is Being Requested _____

Course Information: A course syllabus must be attached. It must include the course description, course objectives, instructional activities to be used, a schedule of dates for tests and projects, and an explanation of how the final grade will be determined.

REQUIRED SIGNATURES FOR APPROVAL:

Instructor _____ Approve _____ Disapprove _____ Date _____

Advisor _____ Approve _____ Disapprove _____ Date _____

Academic Program Coordinator (If Applicable) _____ Approve _____ Disapprove _____ Date _____

Division Coordinator _____ Approve _____ Disapprove _____ Date _____

Vice President for Academic Affairs _____ Approve _____ Disapprove _____ Date _____

Date Entered by Registrar _____

Date Paid (Bursar) _____

Copies to: Bursar, Advisor, Div. Coordinator, & Student

INSTRUCTIONS

“Directed study in a catalog course may be available to part-time or full-time Clinton students enrolled in a degree program when a scheduling conflict exists involving required courses or when a student is within fifteen (15) credits of graduation. There must be an exceptional reason for a student to take a regular catalog course as a directed study and the student must show evidence of the ability to satisfactorily pursue study of a course by this means.”

For various reasons related primarily to official records and financial aid, a timely submission of all directed/independent study forms is critical. Under normal circumstances, requests should be submitted no later than the end of the add/drop period for the semester, which is one week. It is expected that faculty will meet with students taking directed or independent study on a regular basis during the semester, and that at the end of study the faculty member will submit a Grade/Attendance book with dates and times of all meetings with student and grades assigned for all work to the Vice President for Academic Affairs office.

Please be sure that all required signatures are received before the form is submitted to this office for approval. Directed/Independent studies will not be in effect until they have been registered by the Registrar and payment has been received by the Bursar. A copy of the form showing dates entered and paid will be returned to the instructor indicating approval of the directed/independent study.