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46 Beekman Street, Plattsburgh, New York 12901 (518) 562-4200 Fax: (518) 562-4118 www.clinton.edu

Request for Independent / Directed Study

_____ Term _____ Request for Independent Study _____ Request for Directed Study

For Independent Study Only (Please check one): _____ First-Year Level Course _____ Second-Year Level Course

Student: _____ ID: _____

Date: _____ Current semester hours without this course: _____ Credit Hours: _____

Course title (Include course number if Directed Study): _____

Beginning Date: _____ Ending Date: _____ Instructor: _____

Fee	Applies (Y/N)	Fee Amount	Fee Type	Refund Type
DL Fee		\$20.00	Flat	Pro-rated
Lab Fee			Per Credit	Pro-rated
OER Fee		\$10.00	Flat	Pro-rated

Reason Directed/Independent Study is being requested: _____

PLEASE NOTE – A course syllabus must be attached to this form. 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. Please refer to instructions on back of this form for more information.

Required Signatures

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
Cc: Bursar, Advisor, DC, & Student

Approve: _____

Disapprove: _____

Date: _____

Instructions

Independent Study

Independent Study is a vehicle for serving the special needs of the student body, complementing the regular programs of study with added educational and cultural experiences.

Qualified students with particular interests may pursue them in greater depth than present courses provide or, in appropriate cases, may pursue honors level studies.

Procedures:

1. Independent study applications will be completed by the student in consultation with the appropriate faculty member. The student's signature will indicate that he or she fully understands the description of the material to be studied, the evaluation procedures to be used, the work to be produced, the time frame allowance, and the credits to be granted. The sponsoring faculty member(s) will sign and date the form and forward it to the appropriate Department representative.
2. The Department will review the proposed contract to assure that the study is appropriate to this College, and that the credits to be granted are commensurate with the study involved. The Department will forward the form to the student's advisor.
3. The student's advisor will review the proposed contract for the purpose of incorporating its content into the student's program. If the independent study contract is a substitution for a required course, the appropriate substitution form will be completed by the advisor and attached to the proposed contract for action by the Vice President of Academic Affairs. The fact that it is a substitution will be entered on the application by the advisor.
4. The Vice President of Academic Affairs will review the application and provide final administrative action on the contract. A lab fee may be charged as deemed necessary by the Vice President of Academic Affairs. If, subsequent to approval, a change in any items on the contract proposal is required, such change will require approval in the same manner as the original contract application. To effect a change, a new application will be processed with the change noted and the reason for the change specifically noted on the application. No change is in effect until final review and approval by the Vice President of Academic Affairs.
5. The application becomes a formal contract only when all qualifications are met. Those qualifications are: student load, payment of fees and tuition, and registration of the contract by the Registrar. Registration must be complete by the end of add/drop period.

Directed Course Study

Directed study in a catalog course may be available to part 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) credit hours of graduation. There must be an exceptional reason for a student to take a regular catalog course as a directed study rather than in a scheduled class.

Procedures

When a student feels that it will be necessary to take a course by directed study, the student should contact his/ her advisor to see if an alternative course of study could be found. If a directed study seems to be necessary, then the student should:

1. Find an appropriate instructor at the College willing to conduct the course as a directed study.
2. Obtain the required form from the Registrar's Office. The student should complete the part on the form that ask for the reason why the course is being taken as directed study. The instructor administering the directed study will complete the part asking for how the directed study will be given and how the student will meet the course requirements.
3. When the form has been completed, the student will bring it to the appropriate Department Chairperson or administrative head. The Department will review the proposed course of study to determine if it would meet the requirements of the course when taken in a regularly scheduled class.
4. If the proposal is approved by the Department, it will be forwarded to the student's advisor. If approved, the advisor will forward the proposal to the Vice President of Academic Affairs.
5. The Vice President of Academic Affairs will review the application and provide final administrative action on the proposal. If, subsequent to approval, a change in any items on the contract proposal is required, such change will require approval in the same manner as the original application. To effect a change, a new application will be processed with the change noted and the reason for the change specifically noted on the application. No change is in effect until final review and approval by the Vice President of Academic Affairs.
6. The application becomes a formal contract only when all qualifications are met. Those qualifications are: student load, payment of fees and tuition, and registration of the contract by the Registrar. Registration must be complete by the end of add/drop period.