



APPLICATION FOR INDEPENDENT STUDY

Student must complete student information and schedule appointment to meet with a counselor to determine if the student meets the criteria for Independent Study.

STUDENT INFORMATION

Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____			
Student's Name		Student ID#	
Student's Signature		Phone Number	
Address	City	State	Zip

COURSE INFORMATION

Course Subject and Number	Course Title	Units
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COUNSELOR PORTION Select at least two of the following options

- Course is not offered during the current term (REQUIRED)
- Course is needed to meet graduation requirements for student's program of study
- Student is within one semester of completing graduation requirements

If the student meets the criteria, please forward this form to the Dean of Counseling and Student Success who will coordinate with the appropriate Instructional Dean to determine if faculty are available to offer the Independent Study.

Counselor Name	Counselor Signature
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INSTRUCTIONAL DEAN

To be completed by Instructional Dean. Once completed, please forward to Assigned Instructor

- Course will be offered in lieu of Independent Study
- Independent Study is approved
- Instructor not available
- Other: _____

Instructional Dean	Date
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INSTRUCTOR PORTION

Please complete the following and forward this form to your Instructional Dean.

Term: _____; 1st 9 weeks 2nd 9 weeks 18 weeks Other _____

Mode of Instruction: Live/In person Via Canvas Via Email Via Zoom Asynchronous Synchronous Other/hybrid (please specify) _____

Meeting Day(s): Monday Tuesday Wednesday Thursday Friday Saturday

Meeting Time: _____

Summary of student's proposed program (syllabus must be attached) _____

List books or other works to be covered _____

List other related planned work/activity _____

Evaluative measures to be used _____

Requesting compensation for class Yes No Instructor B Number _____

Instructor's Name	Instructor's Signature
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Instructional Dean: Please forward the completed form to Curriculum and Scheduling Specialist, Heather Brang. Admissions and Records will notify the Student, Counselor and Instruction Dean when the student has been enrolled in the course.

CRN	Date Created
Date Registered	Notified by