



Application for Independent Study

Registrar's Office ✧ Keuka College ✧ Keuka Park, NY 14478
Phone: 315-279-5204 ✧ Fax: 315-279-5294

Student's Name:			Major:
Student ID#	Class Year:	D-Box#:	Semester/Year:

COURSE PROPOSAL: Due to the Registrar's Office no later than the end of the first week of the semester

Title of Independent Study:	Discipline Code: _____ 399
Faculty Sponsor:	Credit:
TOPIC:	
RATIONALE:	
PROCEDURES:	
EVALUATION:	
Student's Signature:	Date:
Faculty Sponsor Signature:	Date:
Academic Advisor Signature:	Date:
Division Chair of Faculty Sponsor Signature:	Date:

Distribution: Student, Faculty Sponsor, Division Chairperson, Academic Advisor, Registrar's Office

GUIDELINES FOR INDEPENDENT STUDY

An Independent Study is:

1. A planned problem or project carried out by the student under the guidance of a sponsoring faculty member.
2. A self-directed endeavor, with minimal faculty time involved.
3. An in-depth study on a particular topic or subject matter that is not covered by an existing course offered regularly by the college.
4. A study based on a foundation of one or more courses in the problem area.

Student Responsibilities:

1. To have a project or plan proposal, at least in broad concept, before approaching a faculty sponsor for the independent study.
2. To find an appropriate faculty sponsor.
3. To complete an Application for Independent Study form.
4. To obtain sponsoring faculty's signature, on the Application for Independent Study.
5. To submit the Application for Independent Study to the Registrar's office by the end of the first week of the semester.

Faculty Sponsor Responsibilities:

1. To accept only those studies for which they have the expertise and time to direct.
2. To help the student develop an independent study plan.
3. To approve the Application for Independent Study.
4. To arrange, with the student, methods for completion of the study.
5. To report the grade at the end of the term.

Note Students who have registered but not filed the Application for Independent Study by the end of the first week of the semester will be dropped automatically from the Independent Study.