



OFFICE OF THE REGISTRAR
445 WEST 59TH STREET, ROOM 4113N.
NEW YORK, N.Y. 10019
PHONE NUMBER 212-237-8878
FAX NUMBER: 212-237-8875

UNDERGRADUATE INDEPENDENT STUDY FORM

TODAY'S DATE ____/____/____

IMPORTANT: ALL FIELDS BELOW ARE MANDATORY AND MUST BE FILLED IN BY THE PROFESSOR

The signature of the Dean for Undergraduate Studies must be obtained for all Senior level work (400+ class codes). Any application for work below Senior level can be brought directly to the Office of the Registrar once the Instructor and Chair have signed.

For independent study courses that do not correspond to existing courses, an independent study work order will be created using the discipline chosen by the instructor combined with the class number 389; if the work is to be Senior level, the course number will be 489 and the signature of the Dean of Undergraduate Studies must be obtained prior to bringing the form to the Registrar's Office. Please, refer to the Undergraduate Bulletin for e-Permit eligibility.

COURSE: _____ INSTRUCTOR'S NAME: _____
(DISCIPLINE) (NUMBER)

SEMESTER: FALL _____ SPRING _____ WINTER _____ SUMMER 1 _____ SUMMER 8 Week _____ SUMMER 2 _____

COURSE TITLE: _____
(May not be Ind. Study and be no more than 16 character) (Print Clearly)

STUDENT'S NAME: _____ S.S. # _____ GPA _____
(PRINT CLEARLY)

CONTACT PHONE #: ____/____/____ ____/____/____ EMAIL _____
HOME CELL

LIST DESCRIPTION, GRADE, AND SEMESTER OF PREVIOUS INDEPENDENT STUDY COURSES: _____

Description of Course: _____

Texts, and Other Bibliographical Resources to be Utilized: _____

Student Assignments: _____

Number of Hours Required In: _____ Conference Meetings: _____

Supplementary Assignments: _____ Schedule of Conferences: _____

NOTE: A Semester Hour of credit requires a combined 45 hours of Instruction and Supplementary Assignments.

Method(s) of Evaluation: _____

Student's Signature

Department Chairperson's Signature

Instructor's Signature

Registrar's Office Supervisor

NOTE: First Copy – Registrar's Office; Second Copy – Faculty Member; Third Copy – Student

NOTE: Students registering for Independent Study have until the end of the 2nd week of class (1st week in Summer Session) to submit this form. No registration for Independent Study courses will be processed until this form is complete and signed by all parties. **NO Independent Study** is allowed during the Winter Session.

OFFICE USE ONLY
CUM CREDITS: _____ GPA: _____ NUMBER OF PREVIOUS IND. STUDIES _____