



APPLICATION FOR INDIVIDUAL OR INDEPENDENT STUDY

An **Individual Study** refers to a course that is listed in the academic catalog, but is not being offered in a particular semester. In very rare circumstances, a student may petition an instructor to offer a course that falls into this category as Individual Study. The Department Chair of the instructor must approve the Individual Study. An approved form must be on file in the Office of the Registrar by the end of the normal add period.

An **Independent Study** course is substantial study above and beyond the regular offerings in the academic catalog. One to three units of credit, determined prior to registration, will be granted for Independent Study. The student must arrange with an Academy faculty member to be the Independent Study advisor. An approved form must be on file in the Office of the Registrar by the end of the normal add period.

STUDENT:

1. Complete the form in collaboration with your instructor.
2. Obtain the approval of the Department Chair.
3. Return completed form to the Office of the Registrar by the end of the normal add period.

NAME _____ DATE _____

STUDENT ID _____ CLASS/MAJOR _____

TERM IN WHICH COURSE IS TO BE TAKEN: () Fall 20 _____ Semester
() Spring 20 _____ Semester

COURSE

Subject & Catalog # (i.e. BUS 390)	Course Title (or "Topic" if Independent Study)	Units

INSTRUCTOR:

For an Individual Study, state specifically why this course needs to be completed this term rather than a term in which it is normally offered. **For an Independent Study**, describe briefly the content of the course, the expectation from the student, and the basis for evaluation.

SIGNATURES: (*Instructor, Advisor, and Chair: please also print your last name next to signature)

Student _____ Date _____

* Instructor Print Name _____ Date _____

* Instructor Signature _____ Date _____

*Minor Advisor _____ Date _____
(if applicable)

APPROVAL OF INSTRUCTOR'S CHAIR: APPROVED () DISAPPROVED ()

*Instructor's Chair _____ Date _____