

INDEPENDENT STUDY: READINGS UNDERGRADUATES ONLY

Office of the Registrar 110 8th St., Troy NY 12180 518-276-6231 registrar@rpi.edu

This form is due back to the Registrar with all signatures no later than the end of the 2nd week of classes, the ADD deadline. Please make a photocopy for your own records. **Please allow 5-7 days for processing.**

Part 1: (To be completed by the Student)

Date: _____

Print

Name: _____ Rensselaer ID #: _____
(LAST) (FIRST)

E-mail: _____ Day phone: _____

Term/Year: Fall _____ Spring _____ Summer _____ Session 1____ Session 2____ Session 3____
yr yr yr

Subject Code: (e.g. COMM, MATH) |____|____|____|____|

Circle One: 100 level or 200 Level or 400 Level

Credit Hours: _____
(usually 1-4)

OFFICE USE ONLY

CRN _____

Transcript Course Title: _____
(MAXIMUM 30 CHARACTERS INCLUDING SPACES AND PUNCTUATION)

Part 2: (To be completed by the instructor)

Brief description of the proposed Independent Study:

Attach course syllabus to include plan for study, meetings, student learning outcomes, assessments (*e.g., papers, recitation, performance, homework, projects, etc.*) that should reflect the Students Learning Outcomes, academic integrity statement and grading rubric.

Part 3: (To be completed by the instructor)

Print

Instructor's Name: _____

Instructor's Signature: _____ Date: ____/____/____

Part 4: (To be completed by the Department Head)

I have reviewed the completed Independent study proposal and approve:

Department Head or designee: _____ Date ____/____/____

INSTRUCTIONS: This form is due back to the Registrar no later than the end of the 2nd week of classes, the ADD deadline. Please make a photocopy for your own records. **Please allow 5-7 days for processing.**

STUDENT: Fill in Part 1. Have the instructor who will work with you complete Part 2 & 3. Obtain the approval of the Instructor's Department Head or designee. After obtaining the necessary signatures submit this form to the Registrar's Office by the end of the 2nd week of class, the Add Deadline.

INSTRUCTOR: If you agree to work with the student on an Independent Study course, complete Parts 2 & 3. Attach appropriate syllabus. Return the form to the student who must obtain the approval signature of your Department head or designee.

DEPARTMENT HEAD: Sign document and keep a copy as well as the syllabus. Return original to student to be submitted to Registrar's Office by the end of the second week of class.