

# INDEPENDENT STUDY: READINGS UNDERGRADUATES ONLY

Office of the Registrar 110 8<sup>th</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.