



## Application for Independent Study

1. Student: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course Number & Title: \_\_\_\_\_

Semester: Fall\_\_\_ Spring\_\_\_ Summer\_\_\_ 20\_\_\_

2. Please select the reason for your independent study request:

\_\_\_\_\_ There is not an appropriate course substitution.

\_\_\_\_\_ The course is required for graduation and it is not being offered during the semester it is needed.

\_\_\_\_\_ The course needs to be taken in order to be in sequence for graduation requirements, and the course is not offered at a time when it can be taken.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

### **Student Eligibility** : Submit to Registrar's Office for completion

\_\_\_\_\_ 2.70 Grade Point Average

\_\_\_\_\_ Completion of En101 and 102 at SVC or transfer credits for 101 & 102 approved

\_\_\_\_\_ Completion of 45 credits

\_\_\_\_\_ The student's reason for requesting an independent study is **valid**, according to records.

Signature of Registrar \_\_\_\_\_ Date \_\_\_\_\_

### 3. Approval Signatures

Instructor: \_\_\_\_\_ Date \_\_\_\_\_

Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Division Chair (of subject area): \_\_\_\_\_ Date \_\_\_\_\_

Provost: \_\_\_\_\_ Date \_\_\_\_\_

**Return completed form to the Registrar's Office by the end of the add period of the semester or session for which the Independent Study is scheduled.**

## **Southern Vermont College Instructions for Independent Study Requests**

1. Approval for Independent Study Requests will be granted for the following verified reasons:
  - a) The student needs the course for graduation, and it is not being offered during the semester it is needed.
  - b) The student needs the course to be in sequence for graduation requirements, and the course is not offered at a time when the student can take it.
2. The student must complete sections 1 and 2 of the Application for Independent Study.
3. The student must check eligibility with and obtain the signature of the Registrar.

The student the must obtain the signatures of the Instructor of the Independent Study, their Advisor, Division Chair and Provost in that order. All three must sign before the Independent Study will be approved.

  - a) An Independent Study Contract is to be filled out with the assistance of the Instructor and presented to the Department Chair with the Application Request.
  - b) The student will bring the completed application to the Registrar before the end of the Add period of the semester/session.
  - c) Once approved an Independent Study is subject to the same rules and regulations as a regular lecture class.

**Southern Vermont College  
Independent Study Contract / Syllabus**

Student:

Name \_\_\_\_\_

Phone# \_\_\_\_\_

E-mail \_\_\_\_\_

Instructor:

Name \_\_\_\_\_

Phone# \_\_\_\_\_

E-mail \_\_\_\_\_

Course # and Title: \_\_\_\_\_

Required text and Supplementary material:

---

---

---

---

---

---

Course Description:

---

---

---

---

---

---

Course Objectives:

---

---

---

---

---

Expected Student Outcomes & Methods of Assessment:

---

---

---

---

---

Dates and Times of student and instructor meetings (minimum 15 hours/semester per credit):

---

---

---

---

---

Required Signatures:

Student \_\_\_\_\_

Instructor \_\_\_\_\_

Division Chair \_\_\_\_\_