

SUNY Polytechnic Institute

Independent Study Authorization Form

Definition of Independent Study and Credit Value: An independent study is defined as “study given initial guidance, criticism, review and final evaluation of student performance by an instructor. One credit for Independent Study will be awarded for the equivalent of forty-five 50-minute sessions {37.5 clock hours} of student academic activity”. Two credits is 75 clock hours, three credits is 112.50 clock hours, and four credits is 150 clock hours of student academic activity. Undergraduate students may apply no more than eight (8) credits of Independent Study coursework to a degree program.

Instructions: To register for an Independent Study, the student must complete this form in concert with the instructor. The form must be signed by that instructor and submitted to the department chairperson for approval. The chairperson forwards the approved form to the Registrar’s Office for processing and registration.

Last Name First M.I. SUNY ID #

CRN Subject Course Number Section Credits Instructor
(to be assigned) (i.e. BUS) (choose one) (to be assigned) (Grad 1-3) (UGrad 1-4)

Fall Spring Summer Year 20 ____
(choose one)

Please complete the proposal on the second page. This must be prepared in consult with your faculty advisor and must include the following headers and appropriate content:

1. Specific **educational objectives** (What do you hope to learn to do?)
2. A **description of academic activities** explaining how the student will meet the appropriate number of clock hours to earn the credits requested (Predict how you plan to spend your time and account for it.)
3. **Proposed method of evaluation** indicating what percentages of the course grade will be assigned to which tasks
4. **Expected outcomes** or deliverables for the course

Student Signature _____ Date _____

By signing this form, you will be registered and financially liable for this course.

Instructor Approval _____ Date _____

Department Chair Approval _____ Date _____

Registrar Processed _____ Date _____

This must be prepared in consult with your faculty advisor and must include the following headers and appropriate content:

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2. A **description of academic activities** explaining how the student will meet the appropriate number of clock hours to earn the credits requested (Predict how you plan to spend your time and account for it.)

3. **Proposed method of evaluation** indicating what percentages of the course grade will be assigned to which tasks

4. **Expected outcomes** or deliverables for the course