

INDEPENDENT STUDY/CONFERENCE COURSE FORM**Instructions for Application for Independent Study/Conference Course:**

1. Definitions:

Independent study is an informal course and/or project not offered by the college in an existing course and which provides the student with the opportunity to pursue topics in depth beyond that usually required in formal courses or programs. Independent study is ordinarily open only to matriculated students currently pursuing a degree who have cumulative quality point averages (CQPA) of 3.00 or better.

A conference course is classified as a course which the college provides but which is not being offered during the current semester and for which there is a justifiable need. In this case, the student would register for the course under the regular catalog number.

OR

A conference course is a course which represents a segment of a course the College provides (e.g. the lecture portion only or the lab portion only of CHM 111). The full course may or may not be offered during the current semester. In this case, the student would register for a 299 level Conference Course.

2. Application:

- A. The application should be filled completely.
 - i. Conference course students should justify the need for the course (necessary for graduation, required for transfer, prepares student for proper sequencing, etc).
 - ii. Independent Study instructors should describe the project as accurately as possible. **This description is the only description of the course and could become a factor in transfer credit decisions.**
- B. The course title and prefix (BIO, MAT, PSC) are very important.
- C. Students will be registered for the course (either conference or independent study) **after** all necessary signatures in the order listed have been obtained.
- D. Students and faculty are urged to keep a copy of the applications.
- 1. The deadlines governing registration, payment, state aid certification, and grades are the same for conference courses and independent study courses as for regularly scheduled courses.

INDEPENDENT STUDY/CONFERENCE COURSE FORM

1. Check one: **Conference Course** **Independent Study**

2. Student Name: _____ Banner Student ID: _____
Matriculated at SUNY Adirondack (check one) yes no CQPA: _____

3. Course Title: _____ Instructor: _____

4. Course Subject and Number _____

5. Semester: _____ Credit Hours: _____

6. **For Conference Course:**
 - A. Course Justification: _____

 - B. Manner in which the course will be completed: _____

 - C. Supporting statement by instructor: _____

7. **For Independent Study Course:**
 - A. Project description: _____

 - B. Proposed Bibliography: _____

6. Completion date: _____

7. Required Signatures:
Student: _____ Date: _____
Instructor: _____ Date: _____
Division Chair: _____ Date: _____
V.P. for Academic & Student Affairs: _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY	
Date Processed:	_____
Initials:	_____