Independent Course Proposal

Students may request to work independently with an instructor. This may happen in one of two ways:

1. **Course by Special Arrangement** - A student may request to take one of the college’s regularly scheduled courses during a term when it is not being offered; or

2. **Independent Study** - A student may request to take an independent study course, which is not a regularly scheduled course, but is planned for and supervised by an instructor in conjunction with the goals that are proposed by the student, and then refined and approved by the supervising instructor.

The Independent Course Proposal form is available in the Registrar's Office. It is the student’s responsibility to find an instructor willing to teach the course. The proposal must provide a rationale for why the student cannot meet this requirement with a regularly scheduled course.

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### Instructions

**Step One:** Develop a syllabus with the instructor you wish to engage for this course in accordance with its associated course outline. **The syllabus must include a schedule of meetings between the student and the instructor for which the student will have three (3) hours of supervised independent study per week per quarter credit, or a total of 30 hours of supervised lab/field work per quarter credit, distributed less evenly over the term than 3 hours per week.**

**Step Two:** Have your independent course instructor sign your completed form. Then obtain the signature of your academic advisor.

**Step Three:** Submit 1) this form, 2) a copy of the course syllabus, and 3) a registration form or a schedule adjustment form to the Registrar's Office in Mc Gregor Hall, room 213. All three forms are required at the time of submission. If approved, the Registrar's Office will add the course to your schedule for the specified term.

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**Registration Period:** ☐ Fall ☐ N-D Block ☐ Winter ☐ Spring ☐ J-A Block  
Year: ____________

**Course information:**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Full title (and subtitle, if applicable)</th>
<th>Credits</th>
</tr>
</thead>
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To ensure that the student is able to begin class on day one of the term, a copy of the syllabus must be submitted with this form. The student should request the instructor’s assistance with the syllabus at least two weeks in advance of submitting this form to allow the necessary time to develop the syllabus.
Rationale for proposing this independent course
The rationale must include the reason the student cannot meet this requirement with a regularly scheduled course (attach another piece of paper if necessary):

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Student signature ___________________________ Date ________________________

Instructor’s name (print) ___________________________ Date ________________________

Instructor’s signature ___________________________ Date ________________________

Academic advisor’s name (print) ___________________________ Date ________________________

Academic advisor’s signature ___________________________ Date ________________________

Registrar use only:
Date received ___________________________ Approved by ___________________________ Date processed ________________________