

TOURO COLLEGE



APPLICATION FOR INDEPENDENT STUDY

A student of high academic status (3.0 GPA) may apply to take an Independent Study course to pursue a specialized subject not offered in the Bulletin. Students who wish to participate in Independent Study must present a specific plan and obtain written approval from the instructor, Chair of Department, and the Dean of Faculties/ Designee. An Independent Study course requires an appropriate number of meetings with a faculty advisor, readings, a report or term paper, and a final examination and other learning experiences (e.g., internships may also be considered). Approval is granted on an individual basis and the privilege is limited to special circumstances. A student generally may take no more than one Independent Study in a semester. Independent Study (exclusive of Jewish Studies) is limited to 2 per academic career. Independent Study may be done during the summer.

The required procedure is as follows:

- 1. The student must submit this form, all sections completed to the Office of the Registrar, no later than the last day of the regular registration period, for the semester in which the student plans to do the work.
2. The Dean of Faculties / Designee considers each application, checks the student's GPA and prior courses and must approve it before work begins.
3. At the end of the term, the instructor submits a grade to the Registrar, and the course is listed on the student's record.

I. TO BE FILLED OUT BY THE STUDENT/ ACADEMIC ADVISOR

Student's Name I.D.#
Social Security #

Independent study to be done in (circle) Fall/ Spring/ Summer- (Year)

School in which credit is requested (circle) LAS / SGS / SCAS /

Class in this School (circle) Sophomore Junior Senior Degree expected
Date of expected degree

Total Touro credits to date* Major(s)
Total Touro credits in major

Course to be taken by Independent Study: Course # Course title
Credits of course

Reason for Application as Independent Study:

- Necessary for graduation at end of current semester
Course not given current semester
Course time conflicts with other required course
Necessary for graduation at end of succeeding semester
Anticipated conflict with other required course
Course given infrequently

Other: Explain

Date Student's signature / Academic Advisor's signature

STUDENT SUBMITS FORM TO THE FACULTY SUPERVISOR

*including those in progress

II. TO BE FILLED OUT BY THE FACULTY SUPERVISOR

The student will be required to meet the following specific requirements:

a) Sources to be used, reading requirements (syllabus and bibliography must be attached):

b) Written assignments:

c) Evaluation requirements (examinations, term papers, projects and assignments):

d) Nature of direct supervision (e.g., total number of hours of meeting with student):

Date _____ Supervisor's signature _____

Print name _____

STUDENT SUBMITS TO THE CHAIR OF THE DEPARTMENT

III. ACTION BY THE CHAIR OF THE DEPARTMENT

Approved / Rejected

Comments _____

Date _____ Chair's signature _____

STUDENT SUBMITS FORM TO THE DEAN OF FACULTIES / DESIGNEE

IV. ACTION BY THE DEAN OF FACULTIES / DESIGNEE

Approved / Rejected /

Comments _____

Date _____ Dean's / Designee's signature _____

STUDENT RETURNS FORM TO THE REGISTRAR FOR REGISTRATION

V. OFFICE OF THE REGISTRAR

Student is/ is not registered for the course indicated above.

Remarks

Date _____ Authorized signature _____



EVALUATION REPORT FOR INDEPENDENT STUDY

*TO BE COMPLETED BY THE FACULTY SUPERVISOR
AND SUBMITTED TO THE DEAN OF FACULTIES*

Please describe in detail the nature of the work submitted and attach a copy of all exams, term papers and projects. Submit this evaluation report along with a syllabus of the course to the Dean of Faculties.

Semester _____ Year _____

Name of Student _____ SS # _____

Center _____

Academic Progress in: _____

Topic

Department

Final Grade: _____

Number of meetings: _____

Mid-term grade: _____

Term paper grade (if applicable): _____

Final examination grade: _____

Comments:

Faculty Supervisor's Name: Faculty Supervisor's Signature

Date:



EVALUATION REPORT FOR INDEPENDENT STUDY

*TO BE COMPLETED BY THE FACULTY SUPERVISOR
AND SUBMITTED TO THE REGISTRAR*

Please describe in detail the nature of the work submitted and attach a copy of all exams, term papers and projects. Submit this evaluation report along with a syllabus of the course, the final examination and term paper to the Dean of Faculties.

Semester _____ Year _____

Name of Student _____ SS # _____

Center _____

Academic Progress in: _____
Topic Department

Final Grade: _____

Faculty Supervisor's Name:

Faculty Supervisor's Signature

Date: