INDEPENDENT STUDY PROPOSAL

This form must be filed in the Office of the Associate Dean no later than the following dates during
the semester in which the Independent Study is taken:

Fall – September 15     Summer I – June 1
Spring – February 15    Summer II – July 1

Please be advised that students must have a minimum grade point average of 2.0 and be in good standing,
without unresolved INC grades. Students must submit a written prospectus to a faculty mentor and
receive written approval of the department chair and the faculty mentor.

See reverse side of form for additional information.

Name _____________________________________________  S.S.# _________________________
(Please Print) Last     First    MI
Address _____________________________________________________________________________
     Street       City      State      Zip  Code
Telephone # ____________________________   E-Mail Address ____________________________
Major_______________________  # of Credits Completed: ________ Cumulative GPA: ___________
Department: _______________________________   Mentor: ______________________________
Course: ___   ___   ___ 5000, 5001, 5002, 5003, 5004          # of Credits: __________________
(Circle One)
Semester:  Fall _______   Spring _______     Summer (include session #) ___________

TITLE OF PROJECT OR COURSE:
In a brief (1-3 pages) essay, describe the proposed Independent Study:

1. Introduce the area of study and detail your goals in examining the topic.
2. Describe how you plan to reach these goals (e.g., how the project will be conducted –library research,
   interviews, data analysis, etc.).
3. Describe the format of the completed project (e.g., a 10-page research paper, a design portfolio, etc.).
4. Provide a preliminary list of the information sources you intend to use.

Approval Signatures:
Mentor’s Approval: ___________________________ Date: ________________
Chairperson’s Approval: ___________________________ Date: ________________
Dean’s Approval: ___________________________ Date: ________________

*** YOU MUST REGISTER VIA ESIMS OR BRING THIS FORM TO THE
REGISTRAR’S OFFICE TO EnROLL IN PERSON NO LATER THAN ___________. ***
GUIDELINES FOR INDEPENDENT STUDY
(5000-5004) COURSES FOR BA STUDENTS

1. For a 3-credit tutorial, which is expected to be the standard, the instructor must be prepared to spend at least 15 hours per semester with the student he or she tutors.

2. During the semester preceding registration for the course, a student planning to take an Independent Study course must submit a written prospectus to the instructor who will be his or her tutor. The student must also receive the chairperson’s approval of the prospectus.

   The department must then submit the prospectus to the Office of the Associate Dean, Box B8-265. This will be used both to facilitate the registration of the student and for recording purposes. If approved, the student will be contacted with instructions to register via ESIMS. If approved after on-line registration has ended, the student will receive a copy of the Independent Study Proposal form by mail. He or she must take the form to the Registrar’s Office to enroll in person by the registration deadline listed on the college’s Academic Calendar.

3. The student must submit a completed report, performance, objet d’art, etc., at the conclusion of the course.

4. Any student accepted for an Independent Study course must have a minimum grade point average of 2.0 and be in good standing (not on probation), without unresolved INC grades on his or her record.

5. Each department chairperson should designate one faculty member to be responsible for Independent Study matters.

6. If possible, Independent Study courses shall not be offered in courses that have been or will be offered by the department within a two-year period. This does not apply to graduating seniors.

7. Students are not eligible for Independent Study until they have completed the composition sequence (ENG 2100 and 2150 or equivalent).

8. A student may take not more than five Independent Study courses during his or her stay at Baruch, and no more than two in any single semester.

9. A student may take no more than two Independent Study courses in any department that offers a major.

10. An instructor shall receive 1 credit hour for every 5 students he or she tutors in an Independent Study course.

11. No instructor may tutor more than five Independent Study students during one semester.

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Revised 4/2010
GH/sw