

Office of the Associate Dean  
 One Bernard Baruch Way, Box, B8-265  
 New York, NY 10010  
 Telephone: (646) 312-3890; Fax: (646) 312-3891

**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  
 Spring – February 15**

**Summer I – June 1  
 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 \_\_\_\_\_ CUNY EMPLID # \_\_\_\_\_  
 (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 #) \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_

**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 CUNYFIRST OR BRING THIS FORM TO THE REGISTRAR'S OFFICE TO ENROLL IN PERSON NO LATER THAN \_\_\_\_\_ USING REGISTRATION CODE \_\_\_\_\_.** \*\*\*

## 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 CUNYFIRST. If approved after on-line registration has ended, the student will receive a copy of the Independent Study Proposal form via email. 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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