Petition for Independent Study
Please Read the Independent Study Policy

Submit this completed form, the supporting material, and all appropriate signatures to the Registrar no later than the fourth week of the Fall and Spring semesters, and the end of the eighth day of the Summer term. There is a standard fee of $50 for late filing.
Please note: Freshmen are not eligible for independent study.

Name: ____________________________________________ Semester of 20________

Student ID Number: ________________________________ Major: ____________________________

How many independent study credits have you already completed at SNC? ________
(no more than 12 credits of independent study may be used to satisfy graduation requirements)

Are you a freshman (less than 29 credits completed)? ______ Yes _____ No  If yes, you are not eligible for independent studies.

Complete Course Title: _____________________________
If the course being taken as an independent study is not a course in the catalog, a title must be included (e.g., History of the California Gold Rush).

Semester Credit Value: ____________________________ Subject/Course No.: ____________________________

Students taking independent study courses that are approved and listed in the catalog will use the course number and title as it appears in the catalog. An independent study that is not listed in the catalog should use the code XXXX 401, with XXXX being the course subject description, e.g., ENTP, DART, ENVS, PSYC.

*** These materials are to be completed by the student and faculty, and attached to this Petition.

1. Course Outline (must include detailed description of project and basis for evaluation and grading).
2. Reading List (no less than one book per unit of credit).
3. Schedule of Instructor/Student Meetings – for an independent study, a student meets with the instructor for a minimum of 45 minutes per week throughout the semester.

ENROLLMENT IN AN INDEPENDENT STUDY IS A CONTRACT AND BECOMES PART OF THE STUDENT’S LOAD. PROCEDURES FOR WITHDRAWAL FROM SUCH COURSES ARE THE SAME AS FOR REGULARLY SCHEDULED COURSES.

Student Signature: ____________________________ Date: ____________________

Required Approvals:

Instructor Name: ____________________________

Instructor Signature: ____________________________ Date: ____________________

Signature of Dept. Chair: ____________________________ Date: ____________________

Signature of Registrar: ____________________________ Date: ____________________

Registrar will not sign any form and register student into the class until all other required signatures have been acquired and all required paperwork is attached.
Independent Study Policy

An independent study permits qualified students to pursue educational enrichment beyond the scope of a regular course and may include special topics, reading programs, or projects apart from courses listed in the catalog. Students who demonstrate need to take a regular course that has been cancelled or is not being offered may also qualify for independent study. Generally, freshman students are not eligible for independent study.

Independent study requires a minimum of three hours of work per week during the entire semester for each credit hour. The final product reflects high standards of scholarship and organization, and earns a letter grade. Students may take only one independent study per semester and no more than 12 credits of independent study may be used to satisfy graduation requirements.

Students wishing to enroll in an independent study (including the independent study section of a cancelled class) must submit a completed “Petition for Independent Study” and the supporting materials to the Registrar no later than the end of the fourth week of the semester. No independent study petitions will be approved after the fourth week of the semester. The petition form may be obtained in the Office of the Registrar.

Students may not register for an independent study course that is concurrently being offered as part of the regular course schedule. Please note: Freshmen are not eligible for independent study.