

### APPLICATION FOR INDEPENDENT STUDY- BEREN CAMPUS

#### Independent Study for credit may be done under the following circumstances:

- A. A minimum average of 2.5 is required.
- B. Academic credit will be granted only for a valid academic experience, which normally must include a reading list and a substantial written assignment.
- C. The student must work under the supervision of a faculty sponsor. For work done outside the College, an immediate supervisor, in addition to the faculty sponsor, may be required.
- D. Independent Study may be done during the summer. There is a \$200 fee for summer work.
- E. Students may take no more than one Independent Study course per semester and no more than three courses altogether. While up to 3 credits may be awarded for one project, under normal circumstances only 1 or 2 are permitted for an Independent Study project done during the school year.

#### Procedure:

1. Student completes Part I and submits form to faculty sponsor.
2. During the first two weeks of the semester in which the student plans to do the work, she must submit this form, signed by the faculty sponsor, and a student copy of her transcript to the Office of the Dean.
3. The Dean considers each application and must approve it before work begins. The student will receive notification of approval or denial.
4. Independent Study is listed on the student's record as "(Subject) 4901." A second term is 4902.
5. Independent Study is graded on a P/F basis. It is not applicable toward the major unless special permission is granted by the department.

#### I. TO BE FILLED OUT BY THE STUDENT

Student's Name \_\_\_\_\_ I.D. #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Independent study to be done in: (circle) Fall / Spring / Summer 20 \_\_\_\_\_

School in which credit is requested: (circle) SCW SSSB

Class in this school: (circle) Fr So Jr Sr Date degree expected: \_\_\_\_\_

Total credits to date: \_\_\_\_\_ Major(s) \_\_\_\_\_

Subject (department in which work will be done) \_\_\_\_\_ Credits to date in this subject \_\_\_\_\_

If not at Yeshiva University, name and location of institution where work will be done  
\_\_\_\_\_

Faculty Sponsor \_\_\_\_\_

If work will not be done at Yeshiva University, give name and position of immediate supervisor  
\_\_\_\_\_

Date \_\_\_\_\_ Student's signature \_\_\_\_\_

*Student submits form to the faculty sponsor*

**II. TO BE FILLED OUT BY THE FACULTY SPONSOR**

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

\_\_\_\_\_  
\_\_\_\_\_

b) Written assignments \_\_\_\_\_

\_\_\_\_\_

c) Evaluation requirements (examinations, term papers): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

e) Credits recommended for this work:

f) This work may / may not count towards the major - Signatures

Date: \_\_\_\_\_ Supervisor \_\_\_\_\_

Date: \_\_\_\_\_ Faculty Sponsor (if applicable) \_\_\_\_\_

*Faculty returns form to student to submit to the Dean*



**III. ACTION BY DEAN OF COLLEGE**

Approved/Denied      Comments \_\_\_\_\_

Date: \_\_\_\_\_      Dean's signature \_\_\_\_\_

***DEAN SUBMITS FORM TO THE REGISTRAR***

\_\_\_\_\_



**IV. OFFICE OF THE REGISTRAR**

Credit for independent study was / was not recorded.      Confirmation sent \_\_\_\_\_

Student notified of action \_\_\_\_\_

Date: \_\_\_\_\_      Authorized signature \_\_\_\_\_