



APPLICATION FOR UNDERGRADUATE

Project Independent Study Course by Contract

SUNY Buffalo State, Registrar's Office, Moot Hall 210, 1300 Elmwood Avenue, Buffalo, New York 14222
www.buffalostate.edu/registrar Email: Regofc@buffalostate.edu

Banner # [] [] [] [] [] [] [] [] [] []

INSTRUCTIONS:

1. Student completes Part A and checks desired option in Part D. See schedule of classes for filing deadline.
2. Advisor or chairperson of major checks eligibility and completes block in Part D.
3. Instructor enters dept., credit hours and title in Part D, then completes and signs Part B.
4. Department Chair signs Part C and retains pink copy. Student retains yellow copy. Original is forwarded to the Registrar's Office, Moot Hall 210.
5. Internships (488) cannot be registered by filing this form.

A. To Be Completed By Student:

Indicate semester/year: Year 20 _____

| | | |
|---------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Fall | <input type="checkbox"/> Spring | <input type="checkbox"/> J - Term |
| <input type="checkbox"/> Summer | Session: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | |
| | <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> ES | |
| | <input type="checkbox"/> SM | |

Name (print) _____ Last _____ First _____ Mi _____

Local Address _____ Phone _____

Signature _____ Date _____

B. To Be Completed By Instructor:

Name (print) _____ Last _____ First _____ Mi _____

Instructor Banner # B [] [] [] [] [] [] [] [] [] []

Signature _____ Date _____

This course meets the SUNY guidelines printed below.

C. To Be Completed By Department Chairperson:

Signature _____ Date _____

I verify the student is an active student eligible to register (SGASTDN).

Approved 495, 499, or Contract Course Study Description is on file in the department office.

SUNY GUIDELINES

"One credit of independent study . . . will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity." Therefore, a three credit course requires the equivalent of 135 class hours of academic activity.

D. COURSE INFORMATION: (check one)

495 Not Approved as writing intensive

Project _____ Subject _____ 495 _____ Credit hrs. (1-3 hrs) _____

Descriptive Title (Max 30 characters including spaces) _____

Use Descriptive Title _____

Not "Project" _____

FOR USE BY ADVISOR OR CHAIRPERSON OF MAJOR ONLY

[Initials] _____ Date _____] maximum 6 hours in all areas of 495

60 hours completed related to a required course

499 Not Approved as writing intensive

Independent Study _____ Subject _____ 499 _____ Credit hrs. (3-12 hrs) _____

Descriptive Title (Max 30 characters including spaces) _____

Use Descriptive Title _____

Not "Independent Study." _____

FOR USE BY ADVISOR OR CHAIRPERSON OF MAJOR ONLY

[Initials] _____ Date _____]

course not offered at Buffalo State GPA \geq 2.00 in previous semester

30 hours completed GPA in related area $>$ 2.00

cumulative GPA \geq 2.00 only 2 independent study courses per semester

maximum 30 hrs. in all areas

Course by Contract

_____ Subject _____ Course # _____

FOR USE BY ADVISOR OR CHAIRPERSON OF MAJOR ONLY

[Initials] _____ Date _____]

30 hours completed GPA \geq 2.00

Registrar Use Only:

CRN # _____

Initial/registration date _____