



# 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

Email: [Regofc@buffalostate.edu](mailto:Regofc@buffalostate.edu)

<http://registrar.buffalostate.edu/>

**PLEASE PRINT CLEARLY / USE BLACK INK ONLY**

Banner # B

### 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.

### A. To Be Completed By Student:

Indicate semester/year: Year 20  Fall  Spring  J - Term  
 Summer Session:  A  B  C  
 I  II  ES  
 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 295, 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)

295 / 495 Not Approved as writing intensive

**Project** \_\_\_\_\_ 295 / 495 \_\_\_\_\_  
Subject Circle # 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 295 / 495  
 60 hours completed  related to a required course

499 Not Approved as writing intensive

**Independent Study** \_\_\_\_\_ 499 \_\_\_\_\_  
Subject # 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 \_\_\_\_\_