

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

<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
5. 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 ☐ ES ☐ V ☐ LS
S

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 # Credit

FOR USE BY ADVISOR OR CHAIRPERSON OF MAJOR ONLY

[Initials _____ Date _____]
☐ 30 hours completed ☐ GPA \geq 2.00

Deans Signature (Needed for Course by Contract)

Signature _____ Date _____

CRN # _____

Registrar Use Only: