**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

**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.

**A. To Be Completed By Student:**

Indicate semester/year: Year 20 [ ]

- Fall [ ]
- Spring [ ]
- J - Term [ ]
- Summer [ ]
- Session: [ ] A [ ] B [ ] C [ ] D [ ]
- SM [ ]

Name (print) Last First MI

Local Address

Signature ________________ Phone ________________ 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

- 295 / 495 Subject _______ Circle # _______

- Credit hrs. (1-3 hrs) _______

- 499 Not Approved as writing intensive

- 499 Subject _______ # _______

- Credit hrs. (3-12 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

- 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 > 2.00 in previous semester [ ]

- 30 hours completed [ ]

- GPA in related area > 2.00 [ ]

- cumulative GPA > 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 > 2.00 [ ]

**Registrar Use Only:**

CRN __________________

Initial/registration date __________________