

INDEPENDENT STUDY REQUEST

Please Print:

Name _____		Phone Number _____	
Social Security Number or ID # _____		Class Level _____	
Credits Completed _____	GPA _____	Major _____	
Semester/Year _____		Course # _____	
Course Title _____		Credits _____	
Have you previously taken an independent study at DVC? _____		How Many _____	
Please consider my application for an independent study for the following reasons:			

This request has been reviewed by the Registrar's Office.			
Final Action Taken: Approved _____ Denied _____ Reason _____			
Registrar's Signature _____		Date _____	

Dept. Chair/Program Director of Ind Study
Course Signature

Student's Signature

Instructor's Signature

Student's Dept. Chair/Program Director
Signature

Instructor's Name (Please Print)

Vice President for Academic Affairs or
Director of Continuing Education
(Signature of CE for CE Students only)

Please Charge My Fee To:	
_____ MasterCard	_____ Discover _____ VISA OR _____ Cash Payment Check # _____
Charge Number _____	Expiration Mo./Yr. _____
Signature _____	Fee Paid (Amount)\$ _____
Bursar's Office	

<u>Registrar's Office Only</u>		<u>Dates Completed</u>
Registered for Course _____		
Notified to Proceed with Study	Instructor _____	Student _____
Grade Issued _____	Sent to payroll _____	

PROCEDURE FOR APPLICATION FOR INDEPENDENT STUDY

1. SENIORS (91+ CREDITS) IN GOOD ACADEMIC STANDING (2.00 GPA OR HIGHER) ARE PERMITTED TO COMPLETE UP TO TWO COURSES BY DIRECTED INDEPENDENT STUDY.
2. IF THE INACCESSIBLE COURSE IS WITHIN THE 19 CREDIT COURSE LOAD (WHILE HE/SHE IS STILL PAYING FULL- TIME DAY TUITION), THE FEE WILL BE **\$100.00** PER CREDIT. ANY COURSE LOAD ABOVE 19 CREDITS WILL INCLUDE THE ABOVE CHARGE PLUS THE OVERLOAD CHARGE OF **\$460.00** PER CREDIT. IF THE FEE IS WAIVED THE OVERLOAD CHARGE PER CREDIT WILL STILL APPLY. **THE PART-TIME STUDENT FEE WILL BE \$298.00 PER CREDIT.**
3. STUDENT WILL FILL OUT THE TOP PORTION OF THE INDEPENDENT STUDY FORM IN THE REGISTRAR'S OFFICE. THE REGISTRAR REVIEWS THE REQUEST BASED ON THE CRITERIA OUTLINED IN THE COLLEGE CATALOG. IF THE REQUEST IS APPROVED THE STUDENT THEN CONSULTS WITH THE DEPARTMENT CHAIR/PROGRAM DIRECTOR OF THE COURSE TO OBTAIN APPROVAL AND DETERMINE THE INSTRUCTOR. IF A QUALIFIED INSTRUCTOR IS NOT AVAILABLE, THE INDEPENDENT STUDY WILL NOT TAKE PLACE. WHEN BOTH THE DEPARTMENT CHAIR/PROGRAM DIRECTOR OF THE COURSE AND INSTRUCTOR AGREE (BY SIGNATURE ON THE FORM), ALONG WITH THE STUDENT'S DEPT CHAIR/PROGRAM DIRECTOR, THE STUDENT THEN TAKES THE FORM TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS FOR APPROVAL.
4. BEFORE RETURNING THE COMPLETED FORM TO THE REGISTRAR'S OFFICE, PAYMENT MUST BE MADE THROUGH THE BURSAR'S OFFICE. **THIS FORM WILL NOT BE PROCESSED WITHOUT A SIGNATURE FROM THE BURSAR'S OFFICE** ASSURING PAYMENT IN FULL. PAYMENT IS NON-REFUNDABLE.
5. UNLESS PRIOR APPROVAL OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS (FULL-TIME) OR DIRECTOR OF CONTINUING EDUCATION (PART-TIME) HAS BEEN RECEIVED, THE INDEPENDENT STUDY MUST BE COMPLETED WITHIN THE SEMESTER AND YEAR IT WAS ATTEMPTED.
6. AT THE END OF THE SEMESTER, THE INSTRUCTOR WILL THEN RECEIVE A GRADE ROSTER REQUESTING A FINAL GRADE FOR THE STUDENT. THE GRADE IS PROCESSED AND REPORTED ON THE STUDENT'S GRADE REPORT .