

**INDEPENDENT STUDY REQUEST**

*NOTE: Do NOT begin Independent Study until this form has been processed by Registrar AND Bursar.*

**1) TO BE COMPLETED BY STUDENT AND SUBMITTED TO REGISTRAR (please print):**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Phone \_\_\_\_\_ Cell  Home

I am a Senior Yes  No  Day Student  Evening/Weekend Student

Credits Completed \_\_\_\_\_ GPA \_\_\_\_\_ Major \_\_\_\_\_

This Independent Study will be completed in Semester/Year \_\_\_\_\_ Course Credits \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title \_\_\_\_\_

Please consider my application for an independent study for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**2) REGISTRAR APPROVAL:** Approved  Denied  Reason for Denial \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

**3) STUDENT OBTAINS FOUR REQUIRED SIGNATURES:**

1) \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Instructor's Name (*printed*) \_\_\_\_\_

2) \_\_\_\_\_  
Dept. Chair of I.S. Course \_\_\_\_\_ Date \_\_\_\_\_

3) \_\_\_\_\_  
Student's Dept. Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

4) \_\_\_\_\_  
Vice Pres of Academic Affairs (Day Students) OR \_\_\_\_\_ Date \_\_\_\_\_  
Director of Continuing Education (Evn/Wknd Students)

**4) STUDENT SUBMITS FORM TO BURSAR'S OFFICE FOR PAYMENT:**

Payment: Credit Card  Cash Payment  Check  # \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expires Mo./Yr \_\_\_\_\_

Bursar's Signature \_\_\_\_\_ Fee Paid (Amount) \$ \_\_\_\_\_

DELAWARE VALLEY COLLEGE  
Office Of The Registrar

Registrar's Office Only

Registered for Course (within Add/Drop Period), Date: \_\_\_\_\_

Instructor notified to proceed, Date: \_\_\_\_\_ Student notified to proceed, Date \_\_\_\_\_

Grade Issued  Sent to Payroll, Date: \_\_\_\_\_

INDEPENDENT STUDY PROCEDURE

- 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) The fee for an Independent Study is not included in regular tuition charges. Contact the Bursar's Office for fees associated with Independent Study.
- 3) Registration for an Independent Study MUST be done before the end of Add/Drop.
- 4) It is the student's responsibility to obtain all signatures on the Independent Study Request form:
  - a) Student completes the top portion of the Independent Study form in the Registrar's Office.
  - b) The Registrar reviews the request based on the criteria outlined in the college catalog. If approved, the Registrar returns the form to the student to obtain the remaining required signatures.
  - c) The student consults with the Department Chair of the course to obtain approval and assign the Instructor. If a qualified Instructor is not available, the Independent Study will not take place.
  - d) The student then obtains approval from his/her Major Department Chair.
  - e) The student then obtains approval from the Vice President for Academic Affairs (Day Student) or Director of Continuing Education (Evening or Weekend College Student).
  - f) After obtaining all signatures student then submits the form to the Bursar's Office for payment. Payment MUST be made prior to registration of the Independent Study. Payment is non-refundable.
  - g) The student then registers for the course at the Registrar's Office. WebAdvisor cannot be used to register for an Independent Study.
- 5) Unless prior approval from the Vice President of Academic Affairs (Day Students) or Director of Continuing Education (Evening or Weekend College Students) has been received, the Independent Study MUST be completed and graded within the semester in which it is registered.
- 6) The policy for final grading of an Independent Study (section 501 course) is the same as for any other registered course (i.e. section 201, 202, etc.). The Instructor enters the final grade through WebAdvisor during the final grading period for the semester in which the course was registered and completed.