

## INDEPENDENT STUDY AGREEMENT FORM

Independent study provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic under the direction of an instructor. Credits can range form 0.5, 1.0, or 2.0. Independent study courses are not intended to replace existing courses in the discipline and are designated in the <u>Cuesta College Catalog</u> as 047, 147, 247, 299 numbered courses. **An Independent Study course may be taken only once in a discipline.** Independent Study courses may be taken as pass/no pass option by completing separate Pass/No Pass Grading petition within specified deadlines.

In order to qualify, a student must meet the following requirements:

- Be currently enrolled in another credit class for the current term in addition to enrolling in Independent Study. If you are not currently enrolled, you must request approval under **Special Circumstances** section below.
- Have good academic standing and may not be on academic probation or dismissal. (Good academic standing is a 2.00 grade point average (GPA) at Cuesta College in the most recent semester.)
   Officially angell within 2000 of any propagation (short academic on and of the two propagation).
- Officially enroll within 20% of summer session / short course or end of the 4th week of a full-term course.

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STUDENT IDENTIFICATION NUMBER	LAST NAME	FIRST NAME N	<i>I</i> .I.			
		@my.cuesta.ed	lu			
Term: □ Fall □ Spring □ Summer YEAR: 20 Are you currently enrolled in a class this term? □ Yes □ No - Must obtain Special Circumstances Approval						
STEP 1: RECORDS CHECK	Student brings to Registration Services (with provide the service of the service	photo ID) to be completed.				
<ul> <li>Academic Standing: Good Standing (2.0 GPA) Academic Probation or Academic Dismissal</li> <li>Repeat Check: (SHACRSE query for subject and number listed below.) Approved Denied - Term Taken:</li> <li>[047: ACSK] [147: ATCH, ASL] [247: ANTH, ARCH, ATHL, BIO, BUS, COMM, CIS, CTCH, DRA, ECON, ENGR, ENGL, FMST, FR, FTVE/BCST, GER,</li> </ul>						
HIST, JOUR, KINA/PEAC, LEDR, LGL, LIBT, MUS, NUTR, OCEN, PHIL, POLS, PSYC, SOC, SPAN, WELD, WEXP] [299: ART]						
Approved Denied By Re	gistration Staff:	Date:				
SPECIAL CIRCUMSTANCES APPROVAL (If not enrolled in the current term.)	Student provides circumstances why he/she v course for semester/term and obtain approval		per.			
Approved Denied (1) Division Chair/Division	ector Signature:	Date:				
□ Approved □ Denied (2) Academic Dean's	Signature:	Date:				
STEP 2: AGREEMENT CREATED	Student meets with an instructor to develop C	ourse Components (backside).				
<b>Instructor Instructions:</b> Complete information below and Course Components section on the back. Route agreement to the appropriate Academic Affairs Dean for approval and assignment of CRN. The Dean's office will submit the agreement form after approval to Registration Services for official enrollment in the course.						
Instructor Requirements:						
<ul> <li>Must be a Cuesta College academic employee.</li> <li>Responsible for the supervision, control, and evaluation of the course and the enrolled student(s).</li> <li>Provides orientation, guidance, and information regarding course content materials and services for each student subsequent to the student's official enrollment.</li> <li>Provides each student with the instructor's consultation for the semester which will be recorded under the Course Components section on the back of this agreement.</li> <li>Maintains a file on this student reflecting progress in accordance with the student's schedule and documents each instructor/student interaction. The file will be maintained along with other course documentation in the division.</li> </ul>						
Instructor's Signature:		Date:				
Print Name of Instructor:	Subject/Number	•				
Independent Study Title:						
Description of Study:						
Total Laboratory Hours (check one): 27 hours (0.5 credit) 54 hours (1.0 credit) 108 hours (2.0 credit)						

COURSE COMPONENTS	In order for attendance in an Independent Study course to be eligible for state appo tionment, the course must include a written record of student progress. This record will be maintained along with other course documentation in the division.
A copy of this agreement will be provided to	b the student and instructor from Registration Services when student officially enrolls in the cour
Methods/Procedures of the Course:	
Spacific Massurable Objectives:	
Specific measurable Objectives.	
Required Materials/Books:	
Format/Frequency of Instructor/Stud	lent Conferences:
Procedures for Verifying Pequired H	ours:
Frocedures for verifying Required h	ours
Evaluation Method:	
I have reviewed the Cou	rse Components of this Independent Study course with the instructor.
Student's Signature	Data
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OFFICE USE ONLY				
	Academic Affairs Dean Signature:	[	Approved Denied	
ACADEMIC AFFAIRS	CRN Number: Assigned by:_			
REGISTRATION SERVICES	□ Registered by (initials): Agreement copies distributed: □ Student □ Instru	Date: ctor	updated 01/26/2017	