

**INDEPENDENT STUDY PROPOSAL**

This form must be filed in the Office of the Associate Dean no later than the following dates during the semester before the Independent Study will be taken:

**Fall – August 15**

**Winter – December 15**

**Spring – January 15**

**PLEASE NOTE:**

- Independent studies are **NOT** offered during summer sessions
- Independent studies have the same registration deadline as regular courses (see the Academic Calendar)
- Students must have a minimum GPA of 2.0 and be in good standing, without unresolved INC grades.

See reverse side of form for additional information.

Name: \_\_\_\_\_ CUNY EMPLID #: \_\_\_\_\_  
(Please Print) Last First MI

Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Major \_\_\_\_\_ # of Credits Completed: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Department: \_\_\_\_\_ Faculty Mentor: \_\_\_\_\_

Course: \_\_\_\_\_ 5000, 5001, 5002 # of Credits: \_\_\_\_\_  
(Circle One)

Semester: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

In a brief (1-3 pages) essay, describe the proposed Independent Study:

1. Introduce the area of study and detail your goals in examining the topic.
2. Describe how you plan to reach these goals (e.g., how the project will be conducted –library research, interviews, data analysis, etc.).
3. Describe the format of the completed project (e.g., exams, presentations, a 15-20 page research paper, multiple shorter writing assignments, a design portfolio, etc.).
4. Provide a preliminary list of the information sources you intend to use.

*Please bear in mind that an Independent Study is course like any other and must meet the same standards as any course for which a student would receive the same number of credits.*

*In the case of a 3-credit tutorial, for example, the instructor must be prepared to spend at least 15 hours per semester with the student he or she tutors; the project must have clearly stated learning goals; and assessment criteria must be specified.*

**APPROVAL SIGNATURES:**

Mentor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Code: \_\_\_\_\_

## GUIDELINES FOR INDEPENDENT STUDY (5000-5004) COURSES FOR BA STUDENTS

1. During the semester preceding registration for the course, a student planning to take an Independent Study course must submit a written prospectus to the instructor who will be his or her tutor, and the department chair must approve the prospectus. The department must then submit the prospectus to the Office of the Associate Dean, Box B8-265, which will facilitate the student's registration.
2. The student must submit a completed report, performance, objet d'art, etc., at the conclusion of the course.
3. Any student accepted for an Independent Study course must have a minimum grade point average of 2.0 and be in good standing (not on probation), without unresolved INC grades on his or her record.
4. Each department chairperson should designate one faculty member to be responsible for Independent Study matters.
5. If possible, Independent Study courses shall not be offered in courses that have been or will be offered by the department within a two-year period. This does not apply to graduating seniors.
6. Students are not eligible for Independent Study until they have completed the composition sequence (ENG 2100 and 2150 or equivalent).
7. A student may take not more than five Independent Study courses during his or her stay at Baruch, and no more than two in any single semester.
8. A student may take no more than two Independent Study courses in any department that offers a major.
9. An instructor shall receive 1 credit hour for every 5 students he or she tutors in an Independent Study course.
10. No instructor may tutor more than five Independent Study students during one semester.

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Revised 5/2019

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