



Kenai Peninsula College

UNIVERSITY of ALASKA ANCHORAGE

INDEPENDENT STUDY

Students must keep a copy of all supporting documents for Independent Studies. This form will not be processed unless it is complete with all signatures. Students are to bring their completed paperwork to the Enrollment Services Office, located in the University Center, for processing.

SEMESTER SPRING ___ SUMMER ___ FALL ___ Year _____

Date _____

Student ID _____ Email _____

OFFICE USE	
Date _____	Initials _____
Course Reference Number _____	

Name (printed) Last First Middle Phone Number

INDEPENDENT STUDY

I request permission to register for an Independent Study. An Independent Study course is a course consisting of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and final approval by the Dean/Director. **These courses are not duplications of and must differ significantly from any catalog course.** (See Chapter 7 of UAA catalog for full definition and instructions)

The Independent Study being requested:

Department Course # Title Credits

Grading: A-F ___ P/NP ___

I understand that if approved I will be registered for this course for the semester for which it's built and assessed appropriate tuition fees.

Student Signature _____ Date _____

FACULTY/INSTRUCTOR OF RECORD

Regular (tenure track or term) Faculty

Faculty/Instructor Printed Name _____ ID _____

Faculty/Instructor Signature _____ Date _____

Dean or Designee Signature _____ Date _____

Independent Study Checklist:

- Determine course- Course must differ significantly from any catalog course and may not be duplicates of existing courses.
- Obtain Instructor/Department Approval
 - Regular or term faculty member must sign Independent Study Form
 - Faculty member must provide a course syllabus explaining course objectives and how student will be graded.
- Obtain College Dean's Signature (or Designee).
- Student must hand deliver *Independent Study, Course Syllabus & Schedule Change Forms* to University Center.
- Allow 3 days for processing (must submit minimally 1 week prior to deadline to register).
- Understand that by submitting *Independent Study, Course Syllabus & Schedule Change Forms* to University Center, student will be registered for and financially responsible for requested course.

- Note:
- it is the student's responsibility to ensure all signatures are obtained and form is turned in to the University Center
 - it is the student's responsibility to ensure that they are registered for the course prior to registration deadlines and that tuition and fees have been paid
 - retroactive registration is not permitted
 - cannot be used to fulfill GER—this policy is not petitionable