



Independent/Directed Study Registration

Office of the Registrar
101 Bresee Hall
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

For office use only: Processed by: _____ Date: _____

Please complete all sections of this form and return it to the Office of the Registrar. It is the responsibility of the student registering for an independent/directed study to return the form by the appropriate deadline.

Name: _____ Hartwick ID#: _____

Phone #: _____ Date: _____

Students wishing to engage in a study for which no course exists but in an area in which an instructor is qualified, may pursue either an independent or directed study.

Independent Study: students examine specialized topics with minimal supervision.

Directed Study: students work closely with the instructor on an individual basis. The instructor will provide evaluations and guidance at least one hour per week during the tenure of the project.

Conditions:

- A student may take no more than two independent and four directed studies
- No more than four studies of any combination with the above guidelines may be taken with the same instructor unless the Committee on Academic Standards grants special permission.

Section 1: Complete the fields below (all are required)

Type of Study (**check one**): Independent Directed

Year: _____ Term (**check one**): Fall January Spring Summer 1 Summer 2 Summer 3

Department (i.e. Accounting): _____

Location of Study (**check one**): On Campus Off Campus Other (specify): _____

Number of Credits (**circle one**): 1 2 3 4

Study Number (**check one**):

Independent: 398 for Juniors 498 for Seniors

Directed: 199 for second semester Freshman 299 for Sophomores 399 for Juniors 499 for Seniors

Title of Study: _____

Instructor Overseeing/Issuing Grade: _____

Section 2: Description of Study (attach additional pages as needed)

Required information for registration:

- **Objectives:** What is the purpose of the study or problem you are examining? What do you want to accomplish?
- **Procedures & Resources:** Explain what systematic approach you will use to achieve the purpose you intend. Library, survey, and field research are possibilities. You may be involved in a formal experience that does not require research, such as a workshop. What resources will you use in your project? Will people other than the professor supervising your project be involved with your work? Are libraries, computers, laboratories, or other resources adequate for what you propose?
- **Evaluation:** How will your professor/committee evaluate your work? Will you write a paper? Take an oral exam? Make a formal presentation?

Objectives: _____

Procedures & Resources: _____

Evaluation: _____

Section 3: Signatures for Approval for all Independent/Directed Studies

Student's Signature **Date**

Instructor's Signature **Date**

Department Chair's Signature **Date**