

The College of New Jersey

Office of Records & Registration
P.O. Box 7718, Ewing, NJ 08628-0718
609-771-2141

INDEPENDENT STUDY ENROLLMENT FORM

NAME: Last First M.I.	ID #: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (6 digit PAWS ID)
PHONE: EMAIL:	MAJOR:
ADDRESS: Street City State Zip	

This Independent Study Enrollment form must be submitted to the Office of Records and Registration at the time of registration. **Registration will not be permitted if the form is incomplete or signatures are missing.**

Do not use this form to establish a course to be taught on TBA basis. Independent study is not to be substituted for a regular course.

SEMESTER: Fall ___ Spring ___ Summer ___ Year: _____

COURSE ID: _____ SECTION ID: _____ (for Records & Registration only)

INSTRUCTOR: _____ DEPARTMENT _____

NUMBER OF UNITS: _____ (Undergraduate – not to exceed 1.5 Units) (Graduate – not to exceed 9 credits)

GPA: _____ (Undergraduate – must be 2.5 or greater, Graduate – 3.0 or greater)

UNDERGRADUATE ONLY: TOTAL EARNED COURSE UNITS: _____ (Undergraduate -- must have completed at least 14 Units – At least 3.75 units must be from TCNJ)

INDEPENDENT STUDY SUMMARY PROPOSAL: (Full proposal documenting course of study must be filed with the Instructor only)

Independent Study Counts as: ___ In-major Requirement for _____ requirement
___ General Education for _____ requirement
___ Elective Credit

Please sign and date where indicated. All signatures must be completed before registration will be processed:

STUDENT: _____ DATE: _____

INSTRUCTOR: _____ DATE: _____

DEPARTMENT CHAIR: _____ DATE: _____

DEAN SIGNATURE: _____ DATE: _____

ONLY required for School of the Arts & Communication and School of Culture & Society

Category I: ___ A: Transformative Learning Experience; ___ B: Scheduling Conflict (sr); ___ C: Credit Shortfall; ___ D: Summer

Category II: ___ E: Scheduling Conflict; ___ F: Class Level of Student

PROPOSAL FOR INDEPENDENT STUDY

To be eligible for independent study, a student must have at least 60 credits, 15 of which must have been completed at TCNJ. A student must also have a minimum GPA of 2.5 (subject to waiver by the department chair), and no more than 2 independent studies may be substituted for English major 300-400 level courses. The student may enroll in no more than 6 credits of independent study in a given semester. To determine the number of credits for an independent study, the guideline of a minimum of 3 hours of effort per week per credit hour shall apply.

Student name: _____ Instructor name: _____

Semester: _____ Year: _____ Credit: _____

1. Description of the project: _____

2. Amount of time devoted to each major aspect of the project:

3. Prior course work or other experience which qualifies student for proposed activity:

4. Frequency and duration of meetings with instructor: _____

5. Dates for completion of project milestones (where applicable): _____

6. Methods by which the independent study will be evaluated: _____

Department Chair Signature _____

Procedure: An independent study contract consists of two parts: the enrollment form and the proposal (this form). The enrollment form must be submitted to the Office of Records & Registration at the time of registration. This proposal form also may be submitted at that time, but must submitted no later than the end of the first week of classes in the semester of registration. The student must make 4 copies of this proposal form and distribute them to: 1)Records & Registration, 2)Instructor, 3)Student, and 4)Department.