

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
Waterbury, CT**

**REQUEST FOR INDEPENDENT STUDY**

*Faculty members in some subject areas permit qualified students to apply for Independent Study to earn credit for a course that is not available that semester. The student must demonstrate that he/she has the necessary background and qualifications to pursue this type of instruction. The established syllabus in the course should be used as a guide by the faculty member and student, working in collaboration, to propose in writing the specific objectives, learning activities and requirements of the independent study project. No more than one independent study may be taken in an academic year. Independent study courses may not be taken if the course is being offered in the same semester.*

*Before registration, a Request for Independent Study form must be completed with appropriate documentation and approved by the faculty member with whom the student will work, the division leader, and the Dean of Academic Affairs. The proposal and the agreement become part of the student's permanent record. A student must be matriculated in a degree or certificate program with a grade point average of 2.7 or better to be eligible for Independent Study.*

Student's Name

Student's ID Number  @

Course #, Title, # of Credits

Semester

Year

- | 1. STUDENT ELIGIBILITY (check)     | Yes   | No    |
|------------------------------------|-------|-------|
| a. Matriculated                    | _____ | _____ |
| b. NVCC Student                    | _____ | _____ |
| c. Required Class for Graduation   | _____ | _____ |
| d. All Prerequisites Met           | _____ | _____ |
| e. Potential Graduation Date _____ |       |       |

*If you indicate No please explain*

2. LEARNING OUTCOMES:

3. LEARNING ACTIVITIES:

4. SPECIFIC EVALUATION PROCEDURES:

*Approvals:*

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Academic Affairs

\_\_\_\_\_  
Date

***Independent Study Form must be completed and approved fourteen days from the first day of classes***

***A course syllabus must be included with the application.  
Attach additional information if necessary.***

Distribution:  
Student  
Instructor  
Division Leader  
Registrar  
Dean of Academic Affairs

**Updated 4/13/11**