Revised December 2012

Individual Graduate Study Application

Directions:
1. Student to complete Parts A and B.
2. Confirm eligibility with advisor and obtain signatures of Instructor and Chairperson.
3. Return the completed and approved application and paragraph description to the appropriate School Dean of registered course by the Individual Study Application deadline. See academic calendar - http://www.buffalostate.edu/academiccalendar.xml. Retain a copy for your records.
4. Payment: If registration for course occurs after deadline and is not included on your bill, contact Student Accounts for payment information. Failure to do so may result in late fees being assessed.

PART A

Semester / year registering:  □ Fall  □ January  □ Spring  □ Summer I, II, A, B, C  20___ Major ____________

Name ____________________________________________  Banner ID# ______________________

Local Address ____________________________________________

Telephone Number __________________________  E-mail Address ____________________________

Student Signature __________________________  Date __________________________

PART B (Check desired Individual Study option)

□ Independent Study* __________________________

Department Prefix  Credit Hours  Course Title (not to exceed 15 characters – do not list Ind. Study)

□ Master’s Project* __________________________

Department Prefix  Credit Hours  Course Title (not to exceed 15 characters – do not list Master’s Project)

□ Master’s Thesis* __________________________

Department Prefix  Credit Hours  Course Title

□ Course by Contract __________________________

Department Prefix  Catalog #  Credit Hours

Course Title: __________________________

Use actual course title from Graduate Catalog

□ Graduate Thesis/Project Continuation (Optional) __________________________

Department Prefix  Credit Hours  Course Title: Project or Thesis

Circle: Project or Thesis  0

Non-Billable - no cost for up to two years immediately after the semester “IP” grade was received.

□ Graduate Thesis/Project Extended __________________________

Department Prefix  Credit Hours  Course Title: Project or Thesis

Circle: Project or Thesis  0

Billable for one credit hour each semester until thesis or project has been completed. Billed at existing graduate tuition rates.

PART C  Instructor must have current graduate faculty status - http://www.buffalostate.edu/graduateschool/faculty/

Instructor Name (print) __________________________  Signature: __________________________  Date: ____________

Department Chairperson Signature: __________________________  Date: __________________________

PART D  Approval by the dean of the school overseeing course:

(Check One:  AH     Education     NSS     Professions ___)

Signature: __________________________  Date: __________________________

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