Approval of Departmental Independent Study or Internships

GENERAL INFORMATION

Opportunities for departmental credit independent studies, projects and internships are available with faculty sponsorship at both the undergraduate and graduate levels. If a course you want to take is not offered, you should consider doing an independent study course. To receive credit for any of these departmental credit options you must:

1. Have 2.5 minimum cumulative grade point average (GPA),
2. Find a Faculty sponsor,
3. Submit this application to Karin Blackburn in the Dean’s Office for approval, with signatures from faculty sponsor and department chair,
4. Pay tuition and registration fees or have Student Financial Services certify your participation in a payment plan.

Completed applications must be approved in advance of Summerterm. You may not register for independent study or internships through the regular Summerterm registration process.

Note: Students taking a departmental credit independent study or participating in an internship must be registered and have paid in full in order to receive a grade and course credit.

-Tuition for departmental credit Independent Study/Projects/Internships: 
-Undergraduate: $3,600 + Registration Fee: $35
-Graduate: $986 per credit hour + Registration Fee: $35
-Summer deadlines for drop/add, pass/fail, and withdrawal with a "W" grade do apply
-Special programs are not eligible for tuition remission or waivers.

*Undergraduate students who advance register and pay in full between April 18 – May 28, 2014 will enjoy a one-time $100 per person discount off their total tuition. This $100 will be deducted at the time of payment provided your registration for undergraduate session I and full payment are received within the deadlines noted above. Financial Aid applicants must complete all necessary paperwork in advance of the May 28, 2014 deadline and be certified eligible for the discount to apply. This discount does not apply to graduate courses.

INSTRUCTIONS (Please type or print. All information must be complete or your registration may be delayed.)

The form must be completed and signed by the student, the faculty sponsor and the appropriate department chair and then submitted for final approval to the Director of Summerterm (Vilas 103) by June 3, for undergraduate summer session and graduate summer session I. Arrangements for tuition payment must be made at Student Financial Services (Student Center 315) by 4:00 p.m. on the registration day for each summer session. Once the Dean’s Office receives this completed form along with verification of payment or verification of participation in payment plan from Student Financial Services, the Registrar will process the necessary registration forms for the student. Consult the Registrar’s web site for dates regarding registration, drop and withdrawal procedures. Only one independent study can be taken during each Summerterm session. No more than two units of credit are to be taken each Summerterm session unless special approval is granted. Students will be charged the full tuition if the independent study is dropped after the drop/add period.
ST. LAWRENCE UNIVERSITY

Approval of Independent Study or Internships During Summerterm

REGISTRATION INFORMATION
Name: ___________________________________________ Student ID #: ______________________
Home Address: __________________________________________________________ (_____)_______________
Street City State Zip Telephone Number
Local Address: __________________________________________________________ (_____)_______________
Street City State Zip Telephone Number
Graduation Year: _________ Major (if declared): _______________________ Minor: _________________________
GPA: _________ (2.5 GPA required for approval of an indep. study)
This study will be taken during: (check ONLY one) □ Undergraduate SS □ Graduate SSI
□ Graduate SSII
Will you be in Canton while doing this study? □ Yes □ No
If not, where will it be conducted? ________________________________________________________________

STUDY: □ Independent Study □ Internship
1. Title of study: __________________________________________________ Course Number: ___________
2. Units of credit: □ 1.0 □ other (please explain) ____________________________
3. Please attach a detailed description of the independent study/internship.

APPROVAL
Faculty Sponsor Name (Printed) Faculty Sponsor Signature Date
Department Chair Name (Printed) Department Chairperson Signature Date
Student Name (Printed) Student Signature Date
Director of Academic Summerterm Signature Date

Return to: Dean’s Office
103 Vilas Hall
(315) 229-5998
Sumterm/2014 INDSTUDY.form
Summerterm Undergraduate Registration Form

Advance Registration Period: April 18, 2014 (Friday) - May 28, 2014 (Wednesday)

This form to be completed by matriculated undergraduate students of St. Lawrence University OR special students for regular course registration.

Student Name: ________________________________ Student ID: ______________
Date of Birth: ____/____/_____
Permanent Address: __________________________________ Telephone: (____) _________
__________________________________________________
Local/Summer Address: ____________________________ Telephone: (____) _________
__________________________________________________

☐ I am currently a matriculated St. Lawrence University student.
☐ I have applied for Special Student admission. (Please attach special student admission form.)

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<th>Course Department</th>
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Student Signature: ________________________ Date: ____________________

Registrations or changes received after the add/drop deadline will be subject to a $45 late fee.

All summerterm students must be in good academic and financial standing PRIOR to registration. Submit this form to the Registrar’s Office, Vilas 117. Submit payment to the Student Financial Services Office, Student Center 315, Millennium Dr.