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: $3,730 + Registration Fee: $40
-Graduate: $3,065 (per .83 unit course) + Registration Fee: $40
-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 27 – May 22, 2015 will enjoy a one-time $200 per person discount off their total tuition. This $200 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 22, 2015 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