

**ST. LAWRENCE UNIVERSITY
SUMMERTERM 2009**

Approval of Independent Study or Internships

GENERAL INFORMATION

Opportunities for independent study, 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 options you must:

1. Have 2.5 minimum cumulative grade point average (GPA),
2. Find a Faculty sponsor,
3. Submit this application to the Dean's Office for approval, with signatures from faculty sponsor and department chair,
4. Pay tuition and registration fees at Student Financial Services,
5. Once this application has been **approved**, bring it to the Registrar's Office AND complete a registration form.

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 an 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 Independent Study/Projects/Internships:

-Undergraduate: \$2,965+ Registration Fee: \$35

-Graduate: \$830 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 Monday, April 6 and Friday, May 22, 2009 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 22, 2009 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 May 22, 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 (May 22, 2009). Once the Registrar's Office receives this completed form along with verification of payment 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**