

**GOODWIN COLLEGE
REQUEST FOR INDEPENDENT STUDY**

This portion to be completed by student:

Student Name: _____

Request Date: _____

Course Code and Name: _____

of credits: _____

Session dates for the independent study: _____

Reason for the request: _____
(please read Independent Study policy below)

This portion to be completed by Department Chair who administers requested course:

Approved by Department Chair: _____

Not approved by Department Chair: _____

Suggested alternative coursework or approved substitution:

Goodwin College Policy regarding Independent Studies:

Students may earn a maximum of 12 credits in independent study work.

In general, independent studies are granted only if a student who is one or two semesters from graduation needs a course that will not be offered in that time frame.

Independent studies must be approved by the Department Chair under whose jurisdiction the course falls—not necessarily the student’s department chair or program director.

Independent Studies are not entered into the student database until the pink request form with all necessary information and signatures has been submitted to the Registrar’s Office.

Independent studies are charged at the same tuition rates as all other courses.