

INDEPENDENT STUDY OR TUTORIAL APPLICATION

Once approved by Academic Affairs, this form is sent to Registrar to register the student into class. Normally, this application is approved only for matriculated upper division students for extraordinary reasons.

ID# _____ Major & Division: _____ Credits Earned or Classification: _____

Last Name: _____ First Name: _____ Middle: _____

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[A] **[AFS]** Independent Study Course # _____ Short Title: _____ Credits (Required): _____
(Course number is an Independent Study Molloy Catalog number. This course is not listed in the catalog under another number.)

Semester/Year To Be Offered: _____ Faculty Sponsor/Instructor Name: _____

Reason for offering this course: _____

Brief description: _____

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[NO] **[DS]** Tutorial Course # _____ Course Title: _____ Credits (Required): _____
(Course number equates to a specific course number in the Molloy Catalogs, as it will fulfill a requirement or elective for a degree)

Semester/Year To Be Offered: _____ Faculty Sponsor/Instructor Name: _____

Modality (Face-To-Face, Online, Hybrid): _____ Required Meeting Times (Tutorials): _____

- Online tutorials are always asynchronous and have no meeting times.
- Face-to-face and hybrid tutorials must have meeting times and may meet in professor's office.
- Room requests subject to availability through Academic Affairs.

Reason for offering this course as a tutorial: _____

Additional notes on handling this course (Such as clinical or fieldwork): _____

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REQUIRED APPROVAL SIGNATURES:

Student: _____ Date: _____

Advisor: _____ Date: _____

Faculty Sponsor/Instructor: _____ Date: _____

Faculty Sponsor's Chair/Associate Dean: _____ Date: _____

Academic Affairs Approval: _____ Date: _____

NOTE: Once approved by Academic Affairs, form must be sent to Registrar at registration@molloy.edu to complete registration process.