**APPLICATION TO INDIVIDUALIZED STUDIES DEGREE PROGRAM**

Student Personal Information

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| --- | --- | --- | --- | --- | --- |
| Name: |  | Banner ID: | B00 | Date: |  |

|  |  |
| --- | --- |
| Local Address: |  |

Street City State Zip Code

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cell Phone: |  | Home Phone: |  | Work Phone: |  |

|  |  |
| --- | --- |
| Buffalo State Email Address: | @mail.buffalostate.edu |

Student Academic Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you **currently** a student at Buffalo State? | Yes |  | No |  |

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| --- |
| If you answered **YES** to being a current Buffalo State student, please answer the questions below. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is your current GPA? |  |  | How many credit hours have you completed? |  |

Your GPA can be found using [DegreeWorks](http://registrar.buffalostate.edu/students) Your completed credit hours can be found using [DegreeWorks](http://registrar.buffalostate.edu/students)

|  |  |
| --- | --- |
| What is your current Major? |  |

Please note that Undeclared students should write ‘Undeclared’ as their Major.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you able to learn successfully in an independent setting online? | ~~Yes~~ |  | ~~No~~ |  |

Take the SUNY Online ‘[Are You Ready? - Orientation to Online Learning’](https://online.suny.edu/assessment/)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have access to a computer with reliable high-speed internet? | ~~Yes~~ |  | ~~No~~ |  |

Buffalo State loans equipment for up to 14 days, [click here](https://library.buffalostate.edu/home/equipmentloan) for more information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If you **are not a currently** a student at Buffalo State, have you completed and submitted either the SUNY or Common Application? | Yes |  | No |  |

|  |
| --- |
| If you answered **YES** to having completed and submitted an application, which semester did you apply for admission? |

Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have transfer credits from other institution? | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If you answered **YES** to having transfer credits, please list the institutions and approximate credits earned below.   |  |  | | --- | --- | | **Name of Institution** | **Approximate Number of Credits Earned** | |  |  | |  |  | |  |  | |

**APPLICATIONS MUST BE COMPLETE IN ORDER TO BE CONSIDERED FOR APPROVAL.**

**INDIVIDUALIZED STUDIES DEGREE PROGRAM (INS)**

**BACHELOR OF SCIENCE**

**Program Information**

**Is the Individualized Studies Degree Program Right for Me?**

The Individualized Studies Degree Program provides a framework for students at Buffalo State who have unique scholarly interests that the traditional majors cannot accommodate. For those students who are drawn to experiences beyond the traditional curriculum, students who have clearly defined career expectations, and students with diverse work and educational experience; the Individualized Studies Degree Program has proven itself to be a highly successful option.

**How Does the Individualized Studies Degree Program Work?**

The Individualized Studies Degree Program requires the student to select one of two tracks. Both plans of study include an integrative research and capstone project. Advisors must assist students in putting together their program.

**Track 1**

Students complete two [academic minors](https://suny.buffalostate.edu/programs?tbid=under-minor) offered by Buffalo State. Each minor requires 18-21 credit hours. Students [declare both minors](https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/MajorChangeFormRevised3.pdf) through the Registrar’s Office and will receive academic advisement from each minor as well as INS. INS must approve the plan of study.

**Track 2**

[Between 36-42 credit hours](https://ecatalog.buffalostate.edu/undergraduate/course-listings/) of which 21 must be at the upper division (300-400 level) are required to complete this track. Students may select two to four areas of academic focus. Students [declare a new major of INS](https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/MajorChangeFormRevised3.pdf) through the Registrar’s Office. INS must approve the plan of study.

**Integrative Research and Capstone Activity: INS 495 and INS 499**

A student’s culminating activity provides focus and unity to their individualized program. Representing the culmination of a student’s INS studies, the activity consolidates the chosen academic areas with a research study and/or internship experience. This activity is typically represented as a three-credit course, supervised by an Instructor from one of the student’s chosen academic areas. The research study focuses on a particular area of interest in the chosen academic area. The internship/project experience includes a related research paper upon the completion of the internship/project. Additionally, the culmination activity requires a student to attend two presentations given by the Career and Professional Education Center as well as creating a working resume.

**How Can I Join the Individualized Studies Degree Program?**

Admission to the Individualized Studies Degree Program is not guaranteed, but the minimum requirements for admission include:

* A minimum GPA of 2.0.
* Completion of **no more** than 105 credit hours.
* Development of a plan of study that is approved by the Individualized Studies Degree Program Director. The plan of study must include learning objectives that cannot be completed through one of Buffalo State’s traditional majors/degree programs.
* If a student is selecting Track 1: [Declare both chosen minors](https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/MajorChangeFormRevised3.pdf) through the Registrar’s Office and [according to their instruction](https://registrar.buffalostate.edu/forms-and-services) (please note that a student will have to complete the form twice).
* If a student is selecting Track 2: [Declare a new major in INS](https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/MajorChangeFormRevised3.pdf) through the Registrar’s Office and [according to their instruction](https://registrar.buffalostate.edu/forms-and-services).

**What Does a Completed Individualized Studies Degree Program Look Like?**

A student completes the Individualized Studies Degree Program and graduates from Buffalo State with a Bachelor of Science degree as long as they maintain a GPA of 2.0 or better, complete all college-wide course requirements, and all Individualized Studies Degree Program course requirements.

**HOW TO BUILD YOUR PLAN OF STUDY**

**Decide which track best fits your academic and career goals (pick either Track 1 or Track 2):**

**Track 1**

List your two minors that will make up your major.

First Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Use the [Academic Programs website](https://suny.buffalostate.edu/programs?tbid=under-minor) to help you.
* [Declare both chosen minors](https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/MajorChangeFormRevised3.pdf) through the Registrar’s Office.

**Track 2**

List your two to four areas of academic focus.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Use the [Course Listings website](https://ecatalog.buffalostate.edu/undergraduate/course-listings/) to help you.
* [Declare a new major of INS](https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/MajorChangeFormRevised3.pdf) through the Registrar’s Office.

**Create three learning objectives for your plan of study:**

* [Click here](https://www.worcester.edu/WorkArea/DownloadAsset.aspx?id=14216) if you need help with what a learning objective is or how to write one.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Write a brief personal narrative essay (about 250 words) explaining your interest in the INS Program:**

* Please write your personal narrative in a separate Microsoft Word document entitled ‘*INS Personal Narrative*’.
* [Click here](https://fastessay.com/blog/a-step-by-step-guide-to-write-a-professional-narrative-essay/) if you need help with what a personal narrative is or how to write one.

**Write a brief essay (about 250 words) describing your plan of study as specifically as possible:**

* Please write your essay in a separate Microsoft Word document entitled ‘*INS Plan of Study*’.
* Think about your plan of study fulfilling the three learning objectives you created above. Identify and refer to them specifically in your essay as these are the goals you want your INS degree to achieve.

**Discover courses that you think are a good fit for your plan of study:**

* All students can use the [Undergraduate Course Catalog](https://ecatalog.buffalostate.edu/undergraduate/course-listings/) to look for courses offered at Buffalo State.
* If a student chose Track 1, use the [Academic Programs website](https://suny.buffalostate.edu/programs?tbid=under-minor) under Undergraduate Minors to look up the two minors selected. Look at the electives offered for each minor.
* Please select between five and eight courses and list them in a separate Microsoft Word document entitled *‘INS Couse Selection’*.

**Suggest a name for your degree (you and your Advisor will discuss and make official):**

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| --- |
|  |

**To Submit Your Application via Email:**

From your Buffalo State email account, send to [fulcheka@buffalostate.edu](mailto:fulcheka@buffalostate.edu):

* Completed Application
* INS Personal Narrative
* INS Plan of Study
* INS Couse Selection

**To Submit Your Printed Application:**

Deliver the following documents together in one package to South Wing Room 210:

* Completed Application
* INS Personal Narrative
* INS Plan of Study