



Request for Independent Study

Independent Study must be completed within one year of registering.

Instructions:

- 1) Fill out Part I of the form; get the first 2 required signatures in order.
- 2) Once Independent Study is approved, return form to Registrar's Office.
- 3) Faculty enters grade in SONIS upon completion of course work
- 3) Registrar verifies course completion and sends form to payroll.

PART I:

Student Name: _____ Mailcode: _____ Term: _____

Course # _____ Course Title: _____ Credits _____

Department _____

Briefly describe coursework: _____

Briefly describe reason you can't take class as scheduled:

Student Signature: _____ Date: _____

1) Supervising Faculty Member: *Please acknowledge your consent to work with the above mentioned student on the proposed independent study once it is approved by the Program Dean.*

Print Name: _____

Signature: _____ Date: _____

2) Program Dean: *The above proposed independent study meets the criteria for an independent study and is approved.*

Signature: _____ Date: _____

PART II: (Institutional Use)

Registrar: the above student has completed the independent study and the faculty has entered the grade in

SONIS: Registrar: Student Registered: _____ Grade Recorded: _____ Date: _____

Credits _____ x per credit rate _____ = _____ Authorized Pay Faculty _____

Business Office - Payroll: General Ledger Code 70400-xx

Faculty Paid _____ Date: _____ Signature: _____