



Request for Independent Study

Independent Study must be completed within the normal term or the student must register for a second quarter (tuition required).

Instructions:

- 1) Fill out top of the form; obtain signatures of student, faculty member, and director.
- 2) Return form to Registrar's Office.
- 3) Registrar registers the student for the independent study course and lists the instructor in SONIS.
- 4) Administrative Dean insures that work units are assigned to the instructor.
- 5) Instructor submits final grade through SONIS.

Student Name: _____ **Mail code:** _____ **Term:** _____

Course # _____ **Course Title:** _____ **Credits** _____

Department/College _____

Briefly describe coursework: _____

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

Student Signature: _____ **Date:** _____

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 Director.*

Print Name: _____

Signature: _____ **Date:** _____

Director of School or College: *The above proposed independent study meets the criteria for an independent study and is approved.*

Signature: _____ **Date:** _____

Note: Director should forward a copy of this to the Registrar.

Registrar: *I have registered the above-mentioned student for this course during _____ term.*

Signature: _____ **Date:** _____

Note: Registrar returns signed form to Administrative Dean.