

# Independent Study Request Form

*The Office of Registration and Records*

Independent study in a course will be granted only in the most extraordinary circumstances. Eligibility for an independent study course will be determined by a committee comprised of academic department chairs, academic advisors and academic support staff.

If the committee determines that a student is eligible for an independent study course, the appropriate Department Chair will assign a professor and the student will be registered for the course by the Office of Registration and Records.

The assigned professor will organize all course requirements including exams, homework, lab assignments and research papers to compensate for the absence of classroom participation.

**TO BE COMPLETED BY THE STUDENT:**

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Student Name Student ID Number

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Desired Term of Study Course Number Course Title Number of Credits

Reason for requesting independent study in the above noted course:

I understand that I am responsible for payment of tuition for the course I have listed above on the due dates listed in the schedule. Payments received after the due date/dates are subject to a late charge of \$25.00. Nonattendance of courses does not necessarily relieve students of their financial obligation. All requests to drop a class or withdraw must be submitted in writing to the office of the Registrar in a timely manner. Collection or litigation expenses associated with this account are the responsibility of the student. The university reserves the right to withhold all services with outstanding accounts.

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Signature Date

*Please return this form to the Office of Registration and Records.*

Office Use Only:

<b>1. Independent Study Committee:</b>		<b>2. Department Chair:</b>	
<input type="radio"/> Approved	<input type="radio"/> Not Approved	<input type="radio"/> Approved	<input type="radio"/> Not Approved
Committee Date:		Signature:	
Signature:		Professor Assigned:	
Additional Notes:		Additional Notes:	