Individual Study Instruction Sheet

1. Student obtains an Authorization for Individual Study form from their advisor or the One Stop Student Services Center located in the Student Union Building.

2. Student takes the form to the instructor delivering the individual study. Instructor must attach a syllabus or contract between the student and instructor that describe requirements of the course. The student and instructor each retain a copy of these documents. Student must fill out the reason for the individual study.

3. Student takes the form to the department chair in which the course resides for approval.

4. After receiving department chair approval the student brings the form to the assistant provost for academic affairs (APAA), RH 228 for approval.

5. Following approval of the APAA the student shall take the form to the records office, RH 188. The registrar will create the course, enroll the student, and mail a copy of the schedule to the student which reflects the individual study course.

02/08/06
AUTHORIZATION FOR INDIVIDUAL STUDY

STUDENT NAME

Last                                     First                                     Middle                   Semester                                 Year

STUDENT IDENTIFICATION NUMBER

________________________________________________________________________________________

******************************************************************************************

Subject: ______ Course Number: ____99 Semester Hours: ______

Course Title:____________________________________________________ (30 character maximum)

Pass/Fail: Yes ____ No ____

Reason for Individual Study:

________________________________________________________________________________________

________________________________________________________________________________________

Requirements for Completion of the Study:

The instructor should describe the nature of the project/study and indicate the intended learning outcomes, evaluation procedures, and student requirements for the individual study. A contract between the student and the instructor describing these matters is attached to this form.

Approved:________________________________                                                                  _______________

               Student Signature                                                                                                        Date

Approved:________________________________      ___________________________      _______________

                Instructor (Please Print)                                   Instructor Signature                          Date

Approved:________________________________      ___________________________      _______________

                Dept. Chair (please print)                                   Dept. Chair Signature                        Date

Approved:________________________________                                                                  _______________

                Assistant Provost for Academic Affairs                                                                             Date