Name:____________________________________________________      Student ID#:___________________

Last   First   Middle Initial

Major: ______________________   LU Box / Address: ______________________________________

Phone #: __________________________

Qualifications:
1. Graduating seniors, graduate students, or students who have changed programs and are having problems making schedule adjustments may qualify for independent study.
2. The student may register for a directed research course as an enhancement to a course of study.

Procedure:
1. Contact the Department Chair for assigning of instructor.
2. Ask the instructor to complete this form and sign.
3. Obtain signatures from the Department Chair, College/School Dean, and Administrative Dean.
4. Return completed form to the Registrar’s Office for the Registrar’s signature.
5. Standard add/drop policies apply.

Deadline: Must be completed and approved in the semester prior to the semester in which the student is registering for the Independent Study. Any exceptions must be approved by the Dean. Form must be submitted no later than the last day of drop/add.

Semester Course Is To Be Taken: Fall ☐ Spring ☐ Summer ☐ 20____

Are you graduating this semester? Yes ☐ No ☐

Course # ___________________ Course Title: ______________________________ Credit Hours:____

Reason for taking this course ________________________________________________________________

Proposed Plan of Study MUST Include:

a. Objectives  
b. Required texts  
c. All assignments with due dates  
d. Special projects with due dates  
e. Minimum number of class meetings with instructor

In addition:

For Independent Study:
Attach the syllabus for the course with the appropriate modifications.

For Directed Research:
Attach a research proposal.

Instructor ___________________________ (Signature) ____________ Date

Department Chair _______________ Date

Dean of College/School _______________ Date

Administrative Dean _______________ Date

Registrar’s Office _______________ Date

Deadline for grade to be submitted to the Registrar’s Office: ________________________________

7/26/2013