

Registrar

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.

1) _____
Instructor (Please Print Name)

1) _____
Instructor (Signature) Date

2) _____
Department Chair Date

3) _____
Dean of College/School Date

4) _____
Administrative Dean Date

5) _____
Registrar's Office Date

Deadline for grade to be submitted to the Registrar's Office: _____