Independent Study / Directed Research Form

Name: ____________________________  Last First Middle Initial  Student ID#: ____________________________

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 Vice Provost.
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:
1. Objectives
2. Required texts
3. All assignments with due dates
4. Special projects with due dates
5. 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)  Date
2. ____________________________  Department Chair  Date
3. ____________________________  Dean/Associate Dean of College/School  Date
4. ____________________________  Vice Provost  Date
5. ____________________________  Registrar’s Office  Date

Instructor is qualified to teach course: ☐  (Dean or Chair must check for approval.)

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

Updated 7/2/2015