

PROCEDURE FOR INDEPENDENT STUDY

1. May be initiated by student or instructor.
2. Student completes top section, with pertinent information.
3. Either the student or instructor provides the “course prefix, course number, course title, and number of credit hours.”
4. Instructor completes “REQUIREMENTS” section.
5. Instructor delivers paperwork to appropriate Department Chair for signature. This applies to courses at all Campus/Center locations.
6. Department Chair delivers paperwork to appropriate Dean for signature.
7. Paperwork is forwarded to Registrar so that a CRN can be built.
8. Once the CRN has been built, the Registration Data Specialist adds the student’s name, course number and CRN number to the list of approved Independent Studies, and forwards this information to all registration personnel at all campuses/centers.
9. This paperwork must be completed for each student requesting an independent study, even if there is an independent study CRN already built for the specified class. If a regular class is to be converted from Standard Lecture to an Independent Study, you **must provide** a listing of all students in the group, their social security number, and **student signature**.
10. Students registers.