CHAPMAN UNIVERSITY

Individual Study and Research Form

Due at the Registrar's Office on Friday, the end of the Fifth Week of the FALL or SPRING TERM
(for Interterm and Summer deadlines, see Academic Calendar)

Individual Study and Research is offered to undergraduate and graduate students to research particular topics that are not provided for by regular curriculum offerings. These courses are offered by approved faculty members to matriculated students only.

A minimum of 5 hours of instructor-student contact for each hour of credit is required. The student should spend a total of 40-50 hours in instruction and research for each credit of individual study. Individual Study and Research Students are required to keep a record or journal with a listing of dates, hours spent, nature of activities, etc.

INSTRUCTIONS

1. Provide a copy of your program evaluation to your professor and academic adviser to review, and attach a course outline of the proposed individual study and research to this form.
2. Obtain all signature approvals from your academic adviser, department chair of the course, and course instructor on the approval list below. Make copies of the completed form with all signature approvals and provide one copy to the instructor and keep the other for your records.
3. Complete the form with the **Course Number** appropriate to your class level: **299** for Freshmen and Sophomores (59.9 credits or less completed); **499** for Juniors and Seniors (60+ credits completed), **599** for Graduate Students.
4. Submit the completed form to the **Office of the University Registrar** by the end of the 5th week of the semester. For Interterm and Summer registration deadlines, see the Academic Calendar.

Student Name:_____ Chapman ID#:_____

Cumulative GPA:_____ ☐ GR ☐ FR ☐ SO ☐ JR ☐ SR E-mail:_____@chapman.edu

Dept & Course #:_____ Title Individual Study:_____

Number of Credits:_____ Semester:_____ Year:_____ Applicable Fees (if any):_____

Student's Signature:_____ Date:_____

INDIVIDUAL STUDY AND RESEARCH INFORMATION

Start date of Individual Study/Research:_____ Grading Options:

Proposed/Actual Meeting Dates:_____ ☐ Graded ☐ Pass/No Pass

How will the student be evaluated?_____

☐ Approved ☐ Denied _____
Print Instructor's Name - REQUIRED Signature Date

☐ Approved ☐ Denied _____
Print Academic Advisor's Name - REQUIRED Signature Date

☐ Approved ☐ Denied _____
Print Department Chair's Name - REQUIRED Signature Date