

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 students to study particular topics that are not provided for by regular curriculum offerings. The individual study and research course enables a student to pursue a topic that is directly relevant to the major/minor or to the student's individualized/self-designed program and to do so with a course instructor's oversight. Individual Study may entail research and creative activity that is normally part of any college-level course, expressed in term papers or other culminating projects demonstrating command of course materials and skills.

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 faculty advisor to review. In consultation with your faculty advisor develop and then attach the **course description** and **course learning outcomes** of the proposed individual study and research to this form.
2. Enter the **Department Course Subject**, then select the **Course Number** appropriate to your class level: **299, 399** or **499** for Undergraduates, and **599, 699 or 799** for Graduate Students.
3. Obtain signature approvals from the department chair and the instructor of the course on the approval list below. (Make copies of the completed form to provide one copy to the instructor and keep the other for your records.)
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: _____ ID#: _____

DEPT _____ 299 399 499 599 699 799 EDU789 Section #: _____
(Enter Dept. Course Subject) (Check One Course Number) (Registrar's Office Only)

Title Individual Study: _____ (attach course desc & learning outcomes)

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 Department Chair's Name - REQUIRED Signature Date