

This form is used to submit requests to register for special studies courses:

- Independent Study and Research
- Reading and Conference
- Student-Faculty Research and Creativity (291/491)

1. Access the Special Studies Request form using the link below:
2. Log in using your Chapman University credentials
3. After logging in, review the instructions about submission timelines at the top of the page.



The screenshot shows the top portion of a web page. At the top is a dark red header with the Chapman University logo and name. Below this is a light blue banner with the text "Special Studies Request Form". Underneath is a paragraph of instructions: "All Special Studies requests must be submitted to the Registrar's Office by Friday of the fifth week of the Fall and Spring terms. For Interterm and Summer deadlines, please refer to the Academic Calendar." A red arrow points to a line of text: "If the deadline has passed, please do not use this form. Instead, follow the instructions below to submit the appropriate petition:". Below this are two bullet points: "Undergraduate students: Complete the Undergraduate Petition Form and email it to regforms@chapman.edu." and "Graduate students: Complete the Graduate Petition Form and email it to graded@chapman.edu." At the bottom of the screenshot is a "Request Type" dropdown menu.

4. Under the instructions, choose a Request Type from the dropdown menu:
  - Independent Study & Research
  - Reading & Conference
  - Student-Faculty Research & Creativity 291/491



The screenshot shows a "Request Type" dropdown menu. The menu is open, showing three options: "Independent Study and Research", "Reading & Conference", and "Stu. Fac Research and Creative Activity 291/491". The first option, "Independent Study and Research", is highlighted with a blue background.

5. Once selected, the corresponding form will appear.

6. Each form begins with brief instructions. Reach these before entering any information.

Request Type

Independent Study and Research

**Individual Study and Research**

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/graduate program director 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. The completed form should reach 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.

7. The form will auto populate the student's basic information, such as Name, Chapman ID, and Email Address.

Student Name	Student EmplID	Email
John Doe	01234567	jdoe@chapman.edu

8. Complete the remaining required fields, which vary by request type:

Independent Study and Research	Reading and Conference	291/491 Stu. Fac Creative Activity
<ul style="list-style-type: none"> <li>• Department course subject</li> <li>• Course number (299, 399, 499, 599, 699, 799, gus699r, educ789)</li> <li>• Grading options</li> <li>• Title</li> <li>• Start date</li> <li>• Credits (0.5 to 6)</li> <li>• Semester</li> <li>• Year</li> <li>• Evaluation criteria</li> </ul> <p><b>Required attachments:</b></p> <ul style="list-style-type: none"> <li>• Course description</li> <li>• Learning outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Department &amp; Course number</li> <li>• Title</li> <li>• Class level</li> <li>• Cumulative gpa</li> <li>• Credits (0.5 to 6)</li> <li>• Semester</li> <li>• Year</li> <li>• Is it a required course for the major?</li> <li>• Reason for taking</li> </ul> <p><b>Required attachments:</b></p> <p>None</p>	<ul style="list-style-type: none"> <li>• Department course subject</li> <li>• Course number (291, 491)</li> <li>• Grading options</li> <li>• Research or creative activity title</li> <li>• Start date</li> <li>• Credits (1 to 3)</li> <li>• Semester</li> <li>• Year</li> <li>• Evaluation criteria</li> </ul> <p><b>Required attachments:</b></p> <ul style="list-style-type: none"> <li>• Course description</li> <li>• Learning outcomes</li> </ul>

Department Course Subject * FTV	Course Number * ...	Grading Options * <input type="radio"/> Graded <input type="radio"/> Pass/No Pass
Title of Independent Study *	Start Date * MM/DD/YYYY	Proposed/Actual Meeting Dates
Credits * ...	Semester * ...	Year *
Evaluation Criteria * How will the student be evaluated?	Applicable Fees	
Please provide Title of Study, Project Description and Learning Outcomes:		
Course Description * <input type="button" value="Select a File"/>	Learning Outcomes * <input type="button" value="Select a File"/>	

9. At the end of the form, in the “approver section”, select the faculty accordingly.

<b>Approver Section</b>
Faculty * <input type="text"/>

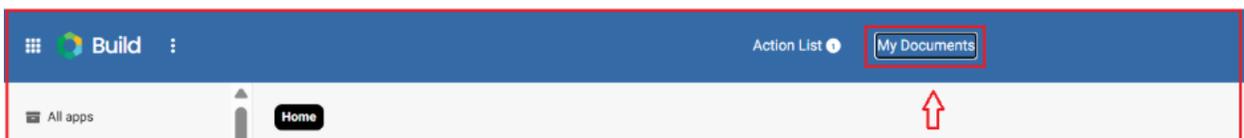
10. After submission, you will receive an email notification with a link to the form. The form can also be viewed any time by logging into your Kuali account. The faculty member will receive your submission for approval via email. Once approved by, faculty and department chair, it moves to the Registrar’s Office for final review and processing.

Hi **John Doe**,

Thank you for submitting the Special Studies Request(SSR) form. Your submission has been received and sent to the Faculty for approval.

Your submission #0009 can be viewed here [Click to visit](#)

11. Once final processing is completed by the Registrar’s Office, the student will receive a notification asking them to log in to their student center and review their schedule. You can always check the status of your submission by logging into your Kauli account and selecting “My Documents” at the top of the dashboard to see all submitted items and their current statuses.



My Documents

Submitted Drafts (11)

Document Type	Title	Date Submitted ↓	Time Elapsed	Status	Actions
Special Studies Request Form (Copy)	0009	Jan 12, 2026, 4:34 PM	about 21 hours	<span style="background-color: yellow;">IN PROGRESS</span>	⋮
Special Studies Request Form (Copy)	0002	Dec 4, 2025, 4:23 PM	about 1 month	<span style="background-color: yellow;">IN PROGRESS</span>	⋮