Request Form – Honors Research and Directed or Independent Study (Undergraduate Program)

Requires approval of Division/School Chair (and the Honors Director when applicable).

Instructions:

◆ Supervising Instructor completes the request form and forwards it on to the Division/School Chair, (and the Honors Director when applicable), for approval.

◆ Approved Requests: Division/School Chair signs the form and sends it to the Registrar for processing. A copy should also be sent to the Supervising Instructor, and Honors Director (when applicable).

◆ Not Approved Requests: Division/School Chair signs the form and sends it back to the Supervising Instructor.

IMPORTANT: If a student changes their plans AFTER the Supervising Instructor has received Division/School Chair approval, the Supervising Instructor MUST direct the student to the Registrar’s Office to officially drop the course. The CUT-OFF each semester for making changes is the ADD/DROP DEADLINE.

<table>
<thead>
<tr>
<th>Request for: Honors Research Registration □</th>
<th>Directed Study □</th>
<th>Independent Study □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anti</td>
<td>(S-is course in Catalog)</td>
<td>(S-if course does not appear in Catalog)</td>
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</tbody>
</table>

Supervising Instructor: ____________________________ Campus Box #: ____________

Division/School: ____________________________ Semester: ____________ Year: 20 ____________

Course Code: ____________ ____________________________ Semester Hour Credit: ____________

Discipline | Number | Section (as listed in College Catalog)

Course Name: ____________________________

Student’s Name(s): 1. ____________________________ I.D.# ____________

If auditing course, be sure to identify that next to name: 2. ____________________________ I.D.# ____________

3. ____________________________ I.D.# ____________

4. ____________________________ I.D.# ____________

Rationale for Request: ____________________________

__________________________

Supervising Instructor/Signature Date

__________________________

Chair/Signature Approved □ Not Approved □ Date

__________________________

Honors Director/Signature (if applicable) Approved □ Not Approved □ Date

Research Scholars □ IMPORTANT >> Check RS if course involves undergraduate research

Original form submitted to Registrar □

Copies: Supervising Instructor □ Honors Director (when applicable) □ Drinko Center Director (when applicable) □