

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

Honors Research, and Directed or Independent Study courses **MUST** be approved by the Division/School Chair (and the Honors Director when applicable).

Instructions:

- ◆ *The 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 students change their plans AFTER the Supervising Instructor has received Division/School Chair approval, the Supervising Instructor MUST notify the student that they need to go to the Registrar's Office and officially drop the course. The CUT-OFF each semester for making changes is the ADD/DROP DEADLINE which is set by the Registrar's Office.*

Request for: Honors Research Registration <input type="checkbox"/>	Directed Study <input type="checkbox"/>	Independent Study <input type="checkbox"/>
IMPORTANT >> (DS-if course appears in Catalog)		(IS-if course does not appear in Catalog)

(Please Print)

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 2. _____ I.D.# _____

sure to identify that 3. _____ I.D.# _____

next to name. 4. _____ I.D.# _____

Rationale for Request: _____

 ↑ Supervising Instructor/Signature Date

 ↑ Chair/Signature Approved Not Approved Date

 ↑ Honors Director/Signature (when applicable) Approved Not Approved Date

Original Form: Registrar
 Copies: Honors Director (when applicable)
 Supervising Instructor