

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

Honors Research, Directed or Independent Study courses MUST be approved by the VPAA.

Instructions:

- ◆ The Supervising Instructor completes a request form and obtains the signature of the Division/School Chair and Honors Director (if applicable) before forwarding the request on to Gabe Budai in Academic Affairs for approval by the VPAA.
- ◆ After review by the VPAA, copies of the request form are sent to the Supervising Instructor, Division/School Chair, Registrar, Honors Director (if applicable).

IMPORTANT: If a student changes their plans AFTER the Supervising Instructor has received VPAA approval for the course, the Supervising Instructor **MUST** notify Gabe and they **MUST ALSO** instruct the student to go to the Registrar's Office to 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"/>
<small>IMPORTANT >> (DS-if course appears in Catalog)</small>		<small>(IS-if course does not appear in Catalog)</small>

(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 _____ Date _____

↑ Honors Director/Signature (if applicable) _____ Date _____

_____ Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	_____ Date _____
↑ VPAA/Signature	Date

Copies: Chair Supervising Instructor Honors Director Registrar Dean (Keeps Original)

Updated: 03/01/17