

## 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.*

**Request for:** Honors Research Registration       Directed Study       Independent Study   
IMPORTANT >> (DS-if course appears in Catalog)      (IS-if course does not appear in Catalog)

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 (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)