

Honors Research and Directed or Independent Study Request Form

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).*
- ◆ *Requests Not Approved: 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. Each semester, the deadline for making changes is the ADD/DROP DEADLINE.*

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)	(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: _____

↑ _____ Date _____

Supervising Instructor Signature

↑ _____ Date _____

Chair Signature *Approved* *Not Approved*

↑ _____ Date _____

Honors Director/ Drinko Center Director *Approved* *Not Approved*
(signature if applicable)

Research Scholars <input type="checkbox"/>	IMPORTANT >> Check RS if course involves undergraduate research
Original form submitted to Registrar <input type="checkbox"/>	
Copies: Supervising Instructor <input type="checkbox"/> Honors Director (when applicable) <input type="checkbox"/> Drinko Center Director (when applicable) <input type="checkbox"/>	