

**Application for Registration in Independent Study/Directed Study Courses
Evans School of Humanities, Arts and Social Sciences**

Students who wish to register for an independent study/directed study course should initiate conversations about the course with advisors, instructors, and department chairs well before the registration period. Having been informally cleared for such a course by advisor, instructor, and department chair, the student should:

1. Make a written study plan detailing the nature of the project, the appropriate credit hours for the course and the appropriate work schedule for a course of those credit hours, as well as a justification of why it is necessary for the student and instructor to devote their time and energies to this course.
REQUIRED PAPERWORK: the written study plan, a detailed syllabus of the proposed course including course meetings, a completed Registrar's One-Stop Form with instructor and Department Chair signatures, and this signed application must all be attached together.
2. The written study plan with justification should be submitted to the Department Chair for review of the proposal. Following approval of the Department Chair, submit all completed and signed paperwork to the Dean's Office: **study plan, syllabus, completed Registrar's One-Stop form signed by the instructor and Department Chair, and this application signed by the instructor and Department Chair. The Dean will not approve and sign paperwork that is incomplete or missing instructor and Department Chair signatures.**
3. **IN ALL CASES, STUDENTS SHOULD EXPECT THE PROCESS OF REVIEW AND APPROVAL TO TAKE AT LEAST TWO WORKING DAYS. YOU MAY CHECK BACK WITH THE CHAIR OR THE DEAN THE NEXT DAY AFTER YOU'VE SUBMITTED YOUR PAPERWORK.**

Department: _____ **Date Submitted:** _____

Student Name: _____

Contact Information (for retrieval of approval): _____

Title of Course (justification attached): _____

Approved by Instructor: _____ **Date:** _____

Approved by Department Chair: _____ **Date:** _____