

Please attach this form a justification for the student's need for this course.

PART 2: TO BE COMPLETED BY COURSE INSTRUCTOR OR FACULTY SUPERVISOR

CHECK ONE: <input type="checkbox"/> INDEPENDENT STUDY (ugrd -use 498; at for Honors Course) <input type="checkbox"/> INDEPENDENT STUDY (grad – course number varies) <input type="checkbox"/> INDEPENDENT STUDY (ugrd – use 489; for Honors 5 H V H D U F K) <input type="checkbox"/> INDEPENDENT STUDY (ugrd – use 499; for K H B L Q L Y + R Q R U V O P H H B D U W P R Q R U V O) <input type="checkbox"/> INDIVIDUALIZED INSTRUCTION (ugrd or grad – use catalog number) (Includes Graduate Practicum or other course in the grad or ugrd catalogs that are not scheduled in the special study term)		SPECIAL STUDY COURSE INFORMATION (print year) Fall _____ Summer 1 _____ Spring _____ Summer 2 _____ Winter _____ Summer 3 _____ FACULTY SUPERVISOR/INSTRUCTOR Print name: _____	
Subject & Course Number (ex. ENGL 489)	Credits	Short Course Title/Topic (ex. Writings of Jane Austen)	

Individualized instruction may be supervised in any one term. This applies to fall, spring/winter or the entire summer term (including Summer 12, and 3 combined).

Faculty Supervisor Signature _____ Date _____ MAX ID Number _____

PART 3: SIGNATURES REQUIRED FOR APPROVAL AND PAYMENT AUTHORIZATION

Chair of department in which study will occur	Date

Dean of College in which study will occur	Date

Estimated Cost: _____ For Registrar's Office use only: CRN _____
c: Registrar's Office 9/2015

INSTRUCTIONS FOR PROCESSING “REQUEST FOR SPECIAL STUDY” FORM

Person Responsible	Steps Required
Student	1. Discusses proposed special study with course instructor or faculty supervisor. Completes PART 1, discusses plan with academic adviser and obtains adviser’s signature.
Adviser	2. Discusses request with student, attaches a clear and detailed justification for the study and signs form (PART 1) if approved.
Instructor/Supervisor	3. Completes all information in PART 2 and signs form. Forwards form to department chair.
Department Chair	4. Chairperson of department offering course will review special study request form and faculty load information, sign form (PART 3) if approved, and forward form to dean of his/her school.
School Dean	5. Dean of school offering course will review special study request form and faculty load information, sign form (PART 3) to authorize payment of faculty member, and forward it to Registrar’s Office for processing.
Registrar’s Office	6. Process student’s registration for special study assignment.
HR Technician in Provost’s Office	
Student	
Payroll	