

**Directions**

1. Student – Complete the student information section.
2. Faculty member – Attach course information, and a syllabus with (a) course objectives/learning outcomes, (b) expectations regarding reading paper/paper/projects (c) weight of assignments for determining grades, and (d) due dates of assignments.
3. Route through the remaining approval queue. Signatures must be obtained in the order listed.
4. Student – After approval, you will receive an email with the CRN and instructions for enrolling in the course via Wolf Web.

**Student ID** \_\_\_\_\_ **Student Email** \_\_\_\_\_

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

By signing this form, I acknowledge that I am financially responsible for the tuition and fees associated with the above course. I acknowledge that it is my responsibility to be aware of deadlines for adding/dropping/withdrawing from courses.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Course Information**

Term/Year: \_\_\_\_\_ Subject \_\_\_\_\_ Course # \_\_\_\_\_ Course title: \_\_\_\_\_

# of Credits: \_\_\_\_\_  On-campus  Off-Campus  Online **Grading Method:**  A-D  P/NC (if available)

Is there an international component to this course?  Yes  No

**COURSE TYPE:**

- Directed Study of an existing course taught by special arrangement:** Existing course name/number for a student who cannot enroll in a regularly scheduled section.
- Capstone/Senior Project/Thesis:** Senior project, supervised by a faculty member (NOT HONORS).
- Field Study/Research:** Field study or research led by a faculty member (NOT HONORS).
- Independent Study, or Specialized Individual Study:** Course, developed in consultation with a faculty member whose content is unavailable in the regular schedule.
- Internship or Practicum:** Work experience with educational goals and direct supervision by the employer, developed with a faculty advisor.
- Professional Project:** Professional paper/project guided by a faculty advisor and a committee.
- Thesis:** Student-initiated research guided by a faculty advisor with a second reader, at the graduate or undergraduate level.
- Teaching Assistant:** Assistant for a specific course, with learning objectives for the teaching assistant.

**Instructor Name (Print)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor Signature (COE Only)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Head Signature (LAS Only)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Division Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

In-Load  Out of Load (Bankable-Hours \_\_\_\_\_)  Honors

**Office use only:**

Received by & date \_\_\_\_\_

SSASECT  SIAASGN  SFASRPO  Notified Student

Processed by & date \_\_\_\_\_