



STEP 3:

**Div Chair of the discipline that offers the course** instructs their secretary to schedule the Ind/Dir Studies course requiring special "instructor's approval." An instructor for the course is assigned and instructed to prepare the electronic approval override in MyUH for the student. All information and signatures, including the CRN of the Ind/Dir Studies course, needs to be complete before forwarding this document to the Records and Internal Data Management Office.

**Authorization to create the following Ind/Dir Studies course** (please schedule it now):

\_\_\_\_\_ Ind/Dir Studies  
CRN                      Alpha                      No.(199V or 299V)                      Credits                      Title

**Grade Mode Option** (circle one):                      for **GRADE**                      or                      for **CR/NC**

Division                      Chair \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STEP 4:

**Admissions & Records Office**

Date student was registered in to course: \_\_\_\_\_

Comments:

For Office use only:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ email sent to student \_\_\_\_\_ Instructor \_\_\_\_\_ Div  
Chair \_\_\_\_\_ Date sent: \_\_\_\_\_

- *Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the Vice Chancellor of Academic Affairs. (Policy Haw 5.602)*
- *This procedure requires VCAA authorization to waive an area/program requirement and substitute it with an Independent/Directed Studies course. This form is not for scheduling general electives. An alternate form is available for that purpose.*

IndepDirStudies/GenElctUse rev Apr 2018