□Summer Yr	SEMESTER ((Fall Spring Summer	CHECK ONE) Yr Yr Yr	
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Application for Independent/Directed Studies 199V or 299V General Elective use ONLY – NOT for replacing area/program requirements

STEP 1:	Student consults with an instructor willing to tea appropriateness for taking this action. If/when ap course, the Records Office will contact the stude before registering into the course.	proved by the Div Chair of	f the discipline that offers the
	Please print) Name Last	First	Middle Initial
ι	JH ID/Username	Major	
S	Student Signature		 Date
STEP 2:	The instructor formulates the project in writing belo date. (The "draft" with original signatures should t retained by instructor and student.) The Div Chai	hen be submitted to the Div	Chair. A copy of the "draft" is
1	Topic or problem under study:		
2	2. Objectives:		
3	3. Procedures (detailed outline of what the stude	ent will do):	
4	4. Evaluation method:		
lı	nstructor		
	Signature		Date

EP 3:					
Div Chair of the course reprepare the CRN	quiring special "ins ne <u>electronic appro</u> of the Ind/Dir Stu	tructor's approval." <i>F</i> val override in MyUH	An instructor for the for the student. A	cretary to schedule the Ind/Dir Studie ne course is assigned and instructed to All information and signatures, includin efore forwarding this document to the	o g
Authorization	to create the follo	owing Ind/Dir Studie	es course (pleas	e 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			_
Si	gnature			Date	
EP 4:	Records Office				
Admissions	k Records Office				
Date student v	vas registered in to	course:			
Comments:					
For Office	se only.				7
i roi Onice u					
For Office us	,	A		student Instructor Div	

- Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the <u>Vice Chancellor of Academic Affairs</u>. (Policy Haw 5.602)
- This procedure requires VCAA authorization to <u>waive</u> an area/program requirement and <u>substitute</u> 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