

Hawai'i Community College  
1175 Manono St  
Hilo, Hawaii 96720-5096

Application for Independent/Directed Studies 99V, 199V, or 299V  
**To be used for Replacing Area/Program Requirements**  
(Not for General Electives.)

STEP 1:

**Student** consults with an instructor and Division Chair regarding the appropriateness of the course. If/when the course is approved by the Chair of the discipline that offers the course, the Admissions & Records Office will register the student upon approval of this form.

(Please print)

Name \_\_\_\_\_  
Last First Middle Initial

UH ID/Username \_\_\_\_\_ Major \_\_\_\_\_

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

STEP 2:

Together, the **instructor and student** formulate the project using the form-fillable items below and then print out this document—two pages. Both parties sign and date it. The document, with original signatures, is stapled together, and then submitted to the Chair. The instructor and student must retain their own copies. The Chair of the discipline offering the course completes step 3.

**What is the ALPHA/No. & credits of the required course to be waived?** ALPHA/No. \_\_\_\_\_ credits \_\_\_\_

1. Topic or problem under study: \_\_\_\_\_
2. Objectives: \_\_\_\_\_
3. Procedures (detailed outline of what the student will do): \_\_\_\_\_
4. Evaluation method: \_\_\_\_\_

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

STEP 3:

The **Chair of the discipline that offers the required course/credits to be waived** instructs their secretary to schedule the Ind/Dir Studies course requiring special "instructor's approval." The 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, must be complete before forwarding to Vice Chancellor for Academic Affairs.

Proposed area/program requirement to be **WAIVED (for VCAA)**:

(Contact Records Office for generic alphas)

Alpha

No.

Credits

These two alphas should be the same.\*

**SUBSTITUTED** by this Ind/Dir Studies course:

[Empty box for CRN]

Ind/Dir Studies

**CRN**

Alpha

No. (99V, 199V, 299V)

Credits

Title

Grade Mode Option (circle one):

for **GRADE**

or

for **CR/NC**

\*Div/Dept Chair justification required if alphas are different:

Division/Dept Chair

Signature

Date

STEP 4:

**Authorization to WAIVE the requested area/program requirement and to SUBSTITUTE it with the above Independent/Directed Studies course is:**

**GRANTED**

**DENIED**

VCAA

Signature

Date

Special comments:

Please forward this document to the Records & Internal Data Management Office .Date original document was sent:

\_\_\_\_\_

STEP 5:

**Admissions & Records Office**

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

Comments:

For Office use only:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ email sent to student \_\_\_\_\_ Instructor \_\_\_\_\_ Div/Dept 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.