

Adult Undergraduate/Graduate Petition for Special Course Arrangements

Print Name _____

Student ID# _____

Signature _____

Fall ____

Spring ____

Summer ____

NOTE: A maximum of ten hours of "Special Courses" may be applied to degree requirements. A fee will be charged to the student's account in addition to tuition charges for each special course arrangement (See current catalog). This petition must be submitted to the Registrar's Office at least one semester prior to the semester the course will be taken.

Individualized Study of a Regular Course Offering (same course code as regular course)

- ^ The sponsoring professor and the student must determine how the course objectives will be attained.
- ^ The sponsoring professor, the advisor and the student are to give rationale on this petition as to why this course must be taught on an individual basis. The advisor must explain why the requirement cannot be met by a course substitution or a Reading.

Independent Study (course number 486)

- ^ A minimum major GPA of 3.0 when applying and 75 semester hours earned before the term of the independent study.
- ^ The subject may not duplicate a regularly offered course.
- ^ The student must invest a minimum of 45 hours of work for each credit hour approved.
- ^ The student must attach a typewritten statement to this petition which includes:
 1. A title, credit hours, the purpose and scope of the project and a statement of background in the project area.
 2. A description of how the study will be conducted.
 3. A description of the final product, what it will be and how extensive (Regardless of the nature of the project, a paper is usually one component of the final product).
 4. A Bibliography.

Advisor - Statement/Approval

Course number: Div/Dept ____ Course# _____ (see above) Semester hours _____

Course title/subtitle to appear on transcript _____

Comments: _____

Start and end date: _____

Signature _____ Date _____

Student - Statement/Signature

Comments: _____

Signature _____ Date _____

Program Director - Statement/Approval

Comments: _____

Signature _____ Date _____

Professor - Approval

I have read the above instructions and agree to supervise this student in this special course offering:

Signature _____ Date _____

Petition for Special Course Arrangements

Dean Approval

Signature _____ Date _____

Registrar Approval

Appropriate hours completed Acceptable GPA/standing Within 10 hour limit on degree requirements

Signature _____ Date _____

Revised 3/12/14 hj