PARK UNIVERSITY

APPLICATION FOR INDEPENDENT STUDY

(*Degree Seeking Students Only*)

Semester Length	8-week ☐ 16-week ☐
Semester/Year	
Campus *	

This application for Independent Study is to be used for out-of-class academic work, which cannot be met through the existing curriculum, for which a course number and supervision are available, or a catalog course that is not scheduled for the current academic year.

JUNIOR standing is required

Student's Name: *(Printed please)* **Student ID #**

INSTRUCTIONS

1. The student must complete this application form to include the semester/term and year; student name and ID (see above), information to support Junior standing, course information, the student signature and the instructor signature.
2. The application must be accompanied by a syllabus provided by the instructor.
3. Study may be for 8 weeks or 16 weeks, and must begin prior to the **END** of add/drop week.
4. The completed application with syllabus must be sent to the program Chair for her/his signature.
5. The Chair will send the signed application with syllabus to the Dean or Associate Dean for her/his signature.
6. The Dean or Associate Dean will send the signed application with syllabus to the Registrar's Office.
7. Upon receiving the signed application form and syllabus, the Registrar will create the class and enroll the student in the class.

Hours needed to complete degree: _____

Completed hours: _____

Course # _____ Credit Hours: _____ Course Title_____

Student Signature Date:

_____

Instructor Name (Printed) Instructor ID #

_____

Instructor Signature Date

_____

Department Chair Signature Date

_____

Dean/Associate Dean Signature Date