

McKendree University - Office of Academic Records

Independent Study Registration Form

Student Name: _____ Student ID Number: _____

Address: _____

Campus: Main (Lebanon) Louisville Radcliff Scott Nursing Center (Please specify _____)

Subject Area of the Independent Study: _____

NOTE: In order to enroll for independent study, a student must have completed 15 credit hours of study in the subject area and have an overall cumulative GPA and subject area GPA of 3.0. No more than 9 hours may be taken by independent study including correspondence work.

Step #1: Bring form to the Office of Academic Records office to verify eligibility:

Hours in subject area: _____ Hours previously earned in ind. studies: _____

Subject area GPA: _____ Cumulative GPA: _____

Student is eligible for an independent study. Student is not eligible for an independent study.

Office of Academic Records

Date

Step #2: The instructor must complete the section below (attach an additional piece of paper if the space below is not adequate):

Term: Fall Spring Summer Year: _____ Dates: _____

Department _____ Course No. 480 Course Title (Course titles may only contain 30 characters, including spaces) _____ Credit Hours: _____

Course outline and expectations:

Methods of Evaluation:

Instructor's Signature

Date

Step #3: Obtain the signatures in the order indicated below. Once this form is returned to the Office of Academic Records, the student will be officially enrolled for the Independent Study.

1) _____ Date _____
Student

3) _____ Date _____
Division Chairperson in Subject Area

2) _____ Date _____
Academic Advisor

4) _____ Date _____
Provost of the University

Office Use Only

Course Section Created: _____ Section Number: _____ Date Student Registered: _____ Initials: _____

White - Office of Academic Records Green - Financial Aid Yellow - Instructor