

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