



\_\_\_\_\_ **Tutorial**

\_\_\_\_\_ **Special Topics**

\_\_\_\_\_ **Independent Study**

Program: \_\_\_\_\_

Student Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Course Prefix and Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Specific Course Title: \_\_\_\_\_  
(to appear on transcript)

**FOR INSTRUCTOR USE ONLY** Term:  A  B  Full Modality:  Ground  Online

**Eligibility Guidelines**

1. Any graduate student needing tutorial/special topic/independent study in order to facilitate a program projection and who can demonstrate legitimate need may petition to take the course in this form from a qualified faculty member approved by the Graduate Program Director.
2. Only one course may be taken in this manner per semester.
3. Any deviation from this official policy must be appealed in writing to the Associate Provost.

**Course Syllabus**

Attach to this application a COMPLETE course syllabus including (but not limited to) Course Objectives, Bibliography of Text and Resources, Schedule of Conferences, Projects and Papers other Assignments, and Evaluation. This copy must be filed in the Graduate Office. The student should receive his/her own copy of the syllabus.

The student must maintain a time-log, certifying that she/he has engaged in 45 clock hours of academic effort for each semester hour of credit granted.

**Signatures**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form with attached syllabus to The Office of the Registrar for registration purposes.

<b>Office Use Only</b>			
Student ID: _____	_____ Copy to Instructor	_____ Copy to Student	_____ Registered