Individual Enrollment Policies

- This form is to be completed and signed by the student, faculty supervisor, department chair and dean of summer sessions.
- Students enrolling in HONS 399 must obtain the signature of the Honors College Dean in lieu of the department chair.
- A detailed project description and/or syllabus must accompany all Application for Individual Enrollment forms. The means by which the faculty supervisor will grade the course must be included in the description or syllabus and a plan for assessing the student learning outcome.
- Lecture courses cannot be used as individual enrollment courses.
- The deadline for submission to the Office of the Registrar is the Individual Enrollment Deadline for the specified term.
- This is the only form that will be accepted by the Office of the Registrar for Summer individual enrollments.
- This form cannot be submitted by the student.

THE OFFICE OF THE REGISTRAR WILL NOT ACCEPT FAXED APPLICATIONS.
APPROVAL SIGNATURES (ALL SIGNATURES REQUIRED FOR PROCESSING)

Student

Date

Faculty Supervisor

Date

(Include a Syllabus and a Plan for Assessing the Student Learning Outcome)

Chair of Department or Dean of Honors College

Date

Dean of Summer Sessions

Date

Office of the Registrar

Date