



**Individual Enrollment Checklist for Student (required)**

- Check with academic department about regulations governing intended Individual Enrollment.
- Begin a dialogue and have a commitment from the faculty supervisor at least one semester in advance.
- Ensure that this form is filled out completely.
- Attach a detailed project description and/or syllabus. Faculty supervisor must provide a grading rubric and a plan for assessing the student learning outcome.
- Submit application to your Academic Department.

Student's Name: \_\_\_\_\_ Student's ID Number: \_\_\_\_\_

Course ID Number: COMM 495  
(CHEM) (399) (01)

Credit Hours: \_\_\_\_\_

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

Part of Term (circle): Maymester **Extended Summer** Summer I Summer II

Faculty Supervisor: Bethany C. Goodier

Project Title: Field Internship

**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 (Include a Syllabus and a Plan for Assessing the Student Learning Outcome)	_____ Date
_____ Chair of Department or Dean of Honors College	_____ Date
_____ Dean of Summer Sessions	_____ Date
_____ Office of the Registrar	_____ Date