# APPLICATION FOR

**INDIVIDUAL ENROLLMENT**

*(After the Deadline)*

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**Student’s Name:** ________________________________  **Student’s ID Number:** ________________________________

**Course ID Number:** ________________________________  **Individual Enrollment Type:**

- [ ] Tutorial
- [ ] Independent Study
- [ ] Field Internship
- [ ] Senior Paper
- [ ] Research Seminar

**Term:** __________________

- [ ] Tutorial
- [ ] Independent Study
- [ ] Field Internship
- [ ] Senior Paper
- [ ] Research Seminar

**Credit Hours Requested:**

- [ ] Tutorial
- [ ] Independent Study
- [ ] Field Internship
- [ ] Senior Paper
- [ ] Research Seminar

**Faculty Supervisor:** ____________________________________________________

- [ ] Tutorial
- [ ] Independent Study
- [ ] Field Internship
- [ ] Senior Paper
- [ ] Research Seminar

**Project Title:** ____________________________________________________________

- [ ] Tutorial
- [ ] Independent Study
- [ ] Field Internship
- [ ] Senior Paper
- [ ] Research Seminar

**Project Description:** *(student may attach longer description on a separate sheet)*

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**Individual Enrollment After the Deadline Policies**

- This form is to be completed and signed by the student, faculty supervisor, and department chair.
- Students enrolling in **HONS 399** must obtain the signature of the Honors College Dean in lieu of the department chair.
- A detailed project description or syllabus **must** accompany all Applications for Individual Enrollment.
- Lecture courses cannot be used as individual enrollment courses.
- This is the **only** Application for Individual Enrollment After the Deadline form that will be accepted by the Office of the Registrar.
- This form **cannot** be submitted by the student.
- The Justification Form below is required for all Application for Individual Enrollment After the Deadline forms.
APPLICATION FOR
INDIVIDUAL ENROLLMENT
(Justification)

Student’s Name: ___________________________  Student’s ID Number: ___________________________

Course ID Number: __________________    ________  Term: ______________________
(ex: CHEM 399)

After the Application for Individual Enrollment deadline has passed, a justification is required for missing the deadline. Faculty supervisors must also submit a detailed clock to credit description of the project, showing at least 700 minutes of academic engagement per credit hour between now and the last day of class for the current semester. The 700 minutes per credit hour can include both the time the student is expected to engage with material independently and the time spent working with the faculty advisor.

Faculty Supervisor: __________________________________________

Project Title: ________________________________________________________

Reason for Missing Deadline:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Progress to Date:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Clock to Credit Timeline (Work to be Finished):
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Plans for Assessing the Student Learning Outcome:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

THE OFFICE OF THE REGISTRAR WILL NOT ACCEPT FAXED APPLICATIONS.

APPROVAL SIGNATURES (ALL SIGNATURES REQUIRED FOR PROCESSING)

_______________________________________________________________________________________  Date
(Student)
_______________________________________________________________________________________  Date
(Professor/Instructor)
_______________________________________________________________________________________  Date
(Chair of Department or Dean of Honors College)
_______________________________________________________________________________________  Date
(Registrar)