

APPLICATION FOR
INDIVIDUAL ENROLLMENT
(After the Deadline)

Student's Name: _____ Student's ID Number: _____

Course ID Number: _____
 (ex: CHEM 399)

Individual Enrollment Type:

Term: _____

- ___ Tutorial
- ___ Independent Study
- ___ Field Internship
- ___ Senior Paper
- ___ Research Seminar

Credit Hours
 Requested: _____

Faculty Supervisor: _____

Project Title: _____

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

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)

Student

Date

Professor/Instructor

Date

Chair of Department or Dean of Honors College

Date

Registrar

Date