

Directions

1. Student – Complete the student information section.
2. Faculty member – Attach course information, and a syllabus with (a) course objectives/learning outcomes, (b) expectations regarding reading paper/paper/projects (c) weight of assignments for determining grades, and (d) due dates of assignments.
3. Route through the remaining approval queue. Signatures must be obtained in the order listed.
4. Student – After approval, you will receive an email with the CRN and instructions for enrolling in the course via Wolf Web.

Student ID _____ **Student Email** _____

First Name _____ **Last Name** _____

Course Information

Term/Year: _____ Subject _____ Course # _____ Course title: _____

of Credits: _____ On-campus Off-Campus Online **Grading Method:** A-D P/NC (if available)

Is there an international component to this course? Yes No

COURSE TYPE:

- Directed Study of an existing course taught by special arrangement:** Existing course name/number for a student who cannot enroll in a regularly scheduled section.
- Capstone/Senior Project/Thesis:** Senior project, supervised by a faculty member (NOT HONORS).
- Field Study/Research:** Field study or research led by a faculty member (NOT HONORS).
- Independent Study, or Specialized Individual Study:** Course, developed in consultation with a faculty member whose content is unavailable in the regular schedule.
- Internship or Practicum:** Work experience with educational goals and direct supervision by the employer, developed with a faculty advisor.
- Professional Project:** Professional paper/project guided by a faculty advisor and a committee.
- Thesis:** Student-initiated research guided by a faculty advisor with a second reader, at the graduate or undergraduate level.
- Teaching Assistant:** Assistant for a specific course, with learning objectives for the teaching assistant.

Instructor Name (Print) _____ **Date** _____

Instructor Signature _____ **Date** _____

Advisor Signature (COE Only) _____ **Date** _____

Department Head Signature (LAS Only) _____ **Date** _____

Division Chair Signature _____ **Date** _____

Dean's Signature _____ **Date** _____

In-Load Out of Load (Bankable-Hours _____) Honors

Office use only: CRN: _____ Received by & date _____

SSASECT SIAASGN SFASRPO Notified Faculty/Student Processed by & date _____