

An Independent Study is for existing courses listed in the Brenau University catalog. The Independent Study request form is to be used when insufficient enrollment or schedule delays prevent students from taking a course in a regular class. Students may not complete general education requirements with an independent study.

Semester (Circle term): Fall Spring Summer / Year _____ / Session _____

STUDENT INFORMATION	Name: _____ Id/SSN: _____ Date of Initial Request to Adviser: _____ Undergraduate <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. (or) Graduate <input type="checkbox"/>
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COURSE INFORMATION	Course Number: _____ Course Title: _____ Credit Hours: _____ Department: _____ School: _____
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To be completed by Instructor and Student:

(Undergraduate students complete questions 1-8, Graduate students complete question 8 only.)

1. Is the student at least a junior and in good academic standing? Yes No
2. Is the course a Liberal Education Requirement? Yes No
3. Is the course offered in any division of the University (WC, EWC, Online) this semester? Yes No
4. Can the student reasonably take the course as scheduled? Yes No
5. Will there be a significant hardship to the student if she/he must enroll in the course as offered? Yes No
6. Could the student wait to take the course at a later date? Yes No
7. Will the student have more than 27 hours of alternative credit upon completion of this course? Yes No
8. Please provide a brief narrative explaining the reason for using the independent study format:

SIGNATURES	Student:* _____ Date: _____ <small>*Signature of student gives the Registrar's Office approval to register student for this course without a Registration form on file.</small> Instructor: _____ Date: _____ Adviser: _____ Date: _____ Department Chair: _____ Date: _____ Registrar Processing: _____ Date: _____
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The student must submit a completed copy of this form to the Registrar's Office before the first day of classes or, in the instance of a canceled course, no later than the end of the drop/add period. Students may not begin course work until the approval process is complete. **Once this form is received by the Registrar's Office, student will be registered for the course and must complete a Course Change form if the course is to be dropped.**