

Application for Independent Study/Research (498)

Office of the Registrar, 2625 E. Cactus Road, Phoenix, AZ 85032

Name	Student ID #
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> JTerm Year: _____	
_____ 498	Independent Study:
Course Number	Course Title

REGISTRATION REQUIREMENTS:

1. Prior to enrolling, you must arrange a faculty advisor responsible for supervising and evaluating your learning experience.
2. You must complete this **Application for Independent Study/Research** including the Outline of Your Project and Timetable below. Incomplete forms will be returned.
3. Permission of the Faculty and Department Chair are required.
4. You must complete a minimum of 30 hours (maximum of 40) for each credit hour.
5. Students will be expected to have either voice to voice, face to face, or email contact with instructor once a week during the course.
6. Supplemental fees: Independent Study/Research fee of \$200.00 per class (in addition to applicable tuition charge) applies.
7. This course may be repeated for a maximum of 6 credits only.
8. **Completed Independent Study Applications must be submitted to the Registrar's Office no later than 5:00 pm on the last day of registration as published in the ACU Academic Calendar. No Independent Study Applications will be accepted after this date. It is your responsibility to initiate the required paperwork.**

Title of Project: _____

OUTLINE OF YOUR PROJECT AND TIMETABLE: (Attach additional pages if required)

REQUIRED SIGNATURES:

By signing this form, I am acknowledging that the charge for this course will be the cost of tuition plus a \$200.00 fee if this application is approved.

Print Student Name	Student Signature	Date
Print Faculty Name	Faculty Signature	Date
Print Department Chair Name	Department Chair Signature	Date
Dean of Academic Affairs Name	Dean of Academic Affairs Signature	Date

For Office Use Only: Returned to Registrar Date: _____

Copy to Provost's Office: Copy to Faculty: Copy to Department Chair: Copy to Student:
 Copy to Business Office: Business Office Notes: _____