**CONDITIONS FOR ENROLLMENT IN INDEPENDENT STUDY COURSE**

 It is imperative that the Department and College has a record of why each student is enrolled in the course, what the student is expected to study, and how the student expects to use the course in his or her individual plan of study.

The following information is necessary in order to obtain the approval.

1. Reason for request

 The student should clearly explain and substantiate the need for requesting an independent study course.

2. Narrative description

 The student must provide a 200 to 300 word description of the proposed course including the objectives and prerequisites.

3. Topical coverage

 The student will be expected to cover a range of topics similar in breadth or depth to what would be expected in a formal course. List the topics to be covered. Include a list of text books and reference books and the chapters in these books expected to be covered.

4. Method of grading

 The method of assessing the student’s achievement for grading purposes, namely, tests, quizzes, homework, tests, projects, and reports and the breakdown must be outlined and attached to this petition. *Independent study classes used for degree credit must be taken with the normal grading option and a grade issued.*

5. Other Requirements

1. It is the responsibility of the student to see that this statement of course expectations is prepared in writing. This petition must be completed before a student may be enrolled in the course.
2. Copies of the petition, including attachments, must be given by the student to the faculty and chairman for their signatures.

**BENJAMIN M. STATLER COLLEGE OF ENGINEERING AND MINERAL RESOURCES**

**PETITION for Enrollment IN INDEPENDENT STUDY COURSE**

Name of the student:       Student ID:

Major:  Second Major:

Course:   Credit hours:

Semester of enrollment:  20

Do you wish to have this course count toward degree requirements: [ ]  Yes [ ]  No

Method of Grading:

Reason for the Request:

Narrative Description: (200 to 300 word description of the proposed course including the objectives and prerequisites)

Topical Coverage (Include a list of text books and reference books and the chapters in these books expected to be covered)

Grading Scheme of Assignments:

Student Signature: Date:

Supervising faculty member:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Signature Date

Department Chairman:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Signature Date

Associate Dean of Academics and Student Performance:

\_\_\_\_Robin Hissam\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Signature Date