



**INSTRUCTIONS:** This form is due back to the Registrar no later than the end of the 2<sup>nd</sup> week of classes, the ADD deadline. Please make a photocopy for your own records. **Please allow 5-7 days for processing.**

**STUDENT:** Fill in Part 1. Have the instructor who will work with you complete Part 2 & 3. Obtain the approval of the Instructor's Department Head or designee. After obtaining the necessary signatures submit this form to the Registrar's Office by the end of the 2<sup>nd</sup> week of class, the Add Deadline.

**INSTRUCTOR:** If you agree to work with the student on an Independent Study course, complete Parts 2 & 3. Attach appropriate syllabus. Return the form to the student who must obtain the approval signature of your Department head or designee.

**DEPARTMENT HEAD:** Sign document and keep a copy as well as the syllabus. Return original to student to be submitted to Registrar's Office by the end of the second week of class.