Directed Readings, Independent Study, Internship, Variable Credit
Approval Form

Instructions: Students must complete 2 copies of this form. Submit both copies to the supervising instructor and appropriate Department Chair for approval. One copy with signatures is submitted to the Registrar’s Office when registering for the course. The other copy is maintained in the department.

Student Name: ___________________________________ Student ID: ____________________

Please select type:
☐ Directed Readings  ☐ Independent Study  ☐ Internship  ☐ Variable Credit  ☐ Other (please specify)

Course Information (Term):
☐ Summer  ☐ Fall  ☐ Spring

Year __________

Course Information (Credit):

DEPT Abbreviation
Course Number
Credit Hours
Section (For Office Use Only)

PRINT course title as it should appear on your transcript: __________________________

____________________________________________________________________________________

Note: Students receiving Veteran’s Benefits must attach a course description of the course content.

For Instructor/Department Chair Only:

Student will receive:  ☐ A standard letter grade of A – F  ☐ an S/U grade (course must be on approved list of courses for S/U grading)

Financial Aid:
☐ Yes  ☐ No

Supervising Instructor

Printed Name: __________________________

ID: __________________________

Signature: __________________________

Department Chair

Printed Name: __________________________

Signature: __________________________

The signature of the Dean/Designee is required for the Richards College of Business and School of Nursing.

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Signature of Dean/Designee (RCOB and SON only)