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

**Instructions:** Student is to complete this form and submit to supervising instructor and appropriate Department Chair for approval and signatures. Original is submitted to the Registrar’s Office for registration. One copy should be maintained in the department.

Student Name: ___________________________ Student ID: ___________________________

Please select course type:
- [ ] Directed Readings
- [ ] Independent Study
- [ ] Internship
- [ ] Variable Credit
- [ ] Other (please specify) __________

**Instructor Use Only**

Please select Delivery Method:
- [ ] On-Campus
- [ ] Entirely at a distance. No face-to-face meetings. (100%)
- [ ] Fully online with one face-to-face meeting and/or proctored exam. (95-99%)
- [ ] Partially Online (51-94%)

Please select course term and session:
- [ ] Summer
  - [ ] Session I (May)
  - [ ] Session II (June-July)
  - [ ] Session III (June)
  - [ ] Session IV (July)
- [ ] Fall
  - [ ] Full Session
  - [ ] Session I
  - [ ] Session II
- [ ] Spring
  - [ ] Full Session
  - [ ] Session I
  - [ ] Session II

**Additional Course Information:**

- DEPT/SUBJ Abbreviation: _______
- Course Number: _______
- Credit Hours: _______

**Registrar Use Only**

CRN: ___________

Print course title as it should appear on student’s transcript (30 character limit): ___________________________

**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)

**Supervising Instructor**

Printed Name: ___________________________
ID: ___________________________
Signature: ___________________________

**Department Chair**

Printed Name: ___________________________
Signature: ___________________________
Date: ___________________________

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

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Signature of Dean/Designee (RCOB and SON only)