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%)
- [ ] Study Abroad

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: ____________________________
Date: ____________________________

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.

Signature of Dean/Designee (RCOB and SON only)

Routing: Registrar – Original
Department - Copy
Revised September 2019