Application for Independent/Directed Studies 199V or 299V

General Elective use ONLY – NOT for replacing area/program requirements

STEP 1:

Student consults with an instructor willing to teach this 100 level or higher course as well as the appropriateness for taking this action. If/when approved by the Div Chair of the discipline that offers the course, the Records Office will contact the student regarding registration. Student waits for this contact before registering into the course.

(Please print)

Name ________________________________

Last First Middle Initial

UH ID/Username ______ Major ______

Student______________________________ ___________________________

Signature __________________________ Date ____________

STEP 2:

The instructor formulates the project in writing below and then prints this document. Both parties sign and date. (The “draft” with original signatures should then be submitted to the Div Chair. A copy of the “draft” is retained by instructor and student.) The Div Chair of the discipline offering the course completes step 3.

1. Topic or problem under study: ______

2. Objectives: ______

3. Procedures (detailed outline of what the student will do): ______

4. Evaluation method: ______

Instructor__________________________________________________________

__________________________  __________________________

Signature Date

________________________________________________________________________
STEP 3:

**Div Chair of the discipline that offers the course** instructs their secretary to schedule the Ind/Dir Studies course requiring special “instructor’s approval.” An instructor for the course is assigned and instructed to prepare the electronic approval override in MyUH for the student. All information and signatures, including the CRN of the Ind/Dir Studies course, needs to be complete before forwarding this document to the Records and Internal Data Management Office.

**Authorization to create the following Ind/Dir Studies course** (please schedule it now):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Alpha No. (199V or 299V)</th>
<th>Credits</th>
<th>Ind/Dir Studies</th>
<th>Title</th>
</tr>
</thead>
</table>

**Grade Mode Option** (circle one): for **GRADE** or for **CR/NC**

Division Chair________________________________________________________________________

Signature __________________________ Date

STEP 4:

**Admissions & Records Office**

Date student was registered in to course: ______________________________

Comments:

For Office use only:

Reviewed by: ________ Date: _____________ email sent to student ___ Instructor ___ Div Chair ___ Date sent: ___________

• **Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the Vice Chancellor of Academic Affairs. (Policy Haw 5.602)**
• **This procedure requires VCAA authorization to waive an area/program requirement and substitute it with an Independent/Directed Studies course. This form is not for scheduling general electives. An alternate form is available for that purpose.**