Application for Independent/Directed Studies 99V, 199V, or 299V
To be used for Replacing Area/Program Requirements
(Not for General Electives.)

STEP 1:
Student consults with an instructor and Division Chair regarding the appropriateness of the course. If/when the course is approved by the Chair of the discipline that offers the course, the Records Office will contact the student regarding registration. Student must wait for this contact before attempting to register.

(Please print)
Name ____________________________
Last ____________________________ First ____________________________ Middle Initial ____________________________
UH ID/Username ______ Major ______
Student ____________________________ Signature __________ Date __________

STEP 2:
Together, the instructor and student formulate the project using the form-fillable items below and then print out this document—two pages. Both parties sign and date it. The document, with original signatures, is stapled together, and then submitted to the Chair. The instructor and student must retain their own copies. The Chair of the discipline offering the course completes step 3.

What is the ALPHA/No. & credits of the required course to be waived? ALPHA/No. ______ credits ______

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:**

The **Chair of the discipline that offers the required course/credits to be waived** instructs their secretary to schedule the Ind/Dir Studies course requiring special “instructor’s approval.” The 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, must be complete before forwarding to Vice Chancellor for Academic Affairs.

**Proposed area/program requirement to be WAIVED (for VCAA):**

(Contact Records Office for generic alphas)

<table>
<thead>
<tr>
<th>Alpha</th>
<th>No.</th>
<th>Credits</th>
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These two alphas should be the same.*

**SUBSTITUTED by this Ind/Dir Studies course:**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Alpha</th>
<th>No. (99V, 199V, 299V)</th>
<th>Credits</th>
<th>Ind/Dir Studies Title</th>
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**Grade Mode Option** (circle one): for **GRADE** or for **CR/NC**

*Div/Dept Chair justification required if alphas are different:

<table>
<thead>
<tr>
<th>Division/Dept Chair</th>
<th>Signature</th>
<th>Date</th>
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**STEP 4:**

**Authorization to WAIVE the requested area/program requirement and to SUBSTITUTE it with the above Independent/Directed Studies course is:**

<table>
<thead>
<tr>
<th>GRANTED</th>
<th>DENIED</th>
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<table>
<thead>
<tr>
<th>VCAA</th>
<th>Signature</th>
<th>Date</th>
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**Special comments:**

*Please forward this document to the Records & Internal Data Management Office. Date original document was sent:______________*

**STEP 5:**

**Records & Internal Data Management Office**

Date the student was contacted to register: ___________________________

Comments:

For Office use only:

Reviewed by: ______ Date: ______ copy sent to student ______ Instructor ______ Div/Dept 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.