



SEMESTER (CHECK ONE)
[] Fall Yr ____
[] Spring Yr ____
[] Summer Yr ____

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)

Alpha

No. _____ Credits _____

These two alphas should be the same.*

SUBSTITUTED by this Ind/Dir Studies course:

CRN

Alpha

No.(99V, 199V, 299V)

Credits

Ind/Dir Studies
Title

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

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

Division/Dept Chair _____
Signature Date

STEP 4:

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

GRANTED

DENIED

VCAA _____
Signature Date

Special comments:

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

STEP 5:

Admissions & Records Office

Date student was registered in to course: _____

Comments:

For Office use only:
Reviewed by: _____ Date: _____ email 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.