

Penn State Behrend
UNDERGRADUATE INDEPENDENT STUDY/SPECIAL TOPICS
INFORMATION FORM

(To be completed for any course numbered 97, 98, 197, 198, 296, 297, 397, 496, 497
without a letter suffix.)

SEMESTER () **FALL** () **SPRING** () **SUMMER SESSION** **YEAR** _____

296, 496: INDEPENDENT STUDY
on- or off-campus, non-group instruction
97, 98, 197, 198, SPECIAL TOPICS
297, 397, 497: on-campus, group instruction

COURSE SYMBOL _____ **COURSE NUMBER** _____ **CREDITS** _____

BEGINNING DATE _____ (if different than first day of the semester)

ENDING DATE _____ (if different than last day of the semester)

STUDENT'S NAME _____ **PSU ID** _____

STUDENT'S E-MAIL _____ **SEMESTER CLASSIFICATION** _____ **MAJOR** _____

CUMULATIVE GRADE-POINT AVERAGE _____ **ADVISER'S NAME** _____

SUPERVISING FACULTY MEMBER _____

COURSE TITLE _____

BRIEF DESCRIPTION (Include elements of course contract and grading criteria)

Course applies to:

Major* Minor* Elective Credit Only

*Please specify the requirement or course for which this substitutes: _____

SIGNATURES REQUIRED (see **RESPONSIBILITIES** on back)

Student's Signature _____ **Date** _____

Supervising Faculty _____ **Date** _____

Program Chair _____ **Date** _____

School Director _____ **Date** _____

NOTE: *Submission of this form to the College Registrar's Office constitutes the student's registration for the course.*

RESPONSIBILITIES

1. Student is responsible for completing the Undergraduate Independent Study/Special Topics Information Form.
 - a. Form should be signed by supervising faculty member, student, and School Director
 - b. **Submission of this form to the College Registrar's Office constitutes the student's registration for the course**
2. School Director will:
 - a. Approve course
 - b. Forward original copy to Registrar's Office and a copy to:
 1. Faculty adviser for inclusion in the student's advising folder
 2. Supervising faculty member
 - c. File by semester in School Office
3. College Registrar's Office will:
 - a. Register student for the course upon receipt of the Undergraduate Independent Study/Special Topics Information Form and note faculty member's contribution on Instructional Activities Data report (IAD)
 - b. File Undergraduate Independent Study/Special Topics Information Form
 - c. Process grade at the end of the semester