



**Registrar Office Use Only:**  
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Registrar signature & date: \_\_\_\_\_

**INDEPENDENT STUDY REQUEST FORM**

TO REGISTER for an Independent Study course, the student must first get approval from the Academic Affairs Office. Then the student should bring a completed and signed form for each course to the Registrar's Office during the registration period.

REQUIREMENTS: Independent Study courses may be pursued only by students who are also registered for class work, unless they have previously attained at WTS a GPA of 2.80 or better.

- All work for Independent Study courses must be completed no later than the last day of the exam period. (Deadline for summer term is last Friday in August).
- The professor may require the work to be submitted prior to that date.
- All deadlines for regular courses (e.g. registration, drop/add, withdrawal, incomplete, etc) and the normal tuition refund schedule will apply.

**STUDENT REQUEST:**

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program: \_\_\_\_\_ Emphasis: \_\_\_\_\_

Semester/Term and Year of Independent Study Course: \_\_\_\_\_

Course Title: \_\_\_\_\_

Professor: \_\_\_\_\_

Course Department AP  CH  NT  OT  PT  ST

Course Level: Master's Level: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Ph.D./Th.M./D.Min. Level: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **Below for office use only** -----

Professor's Signature: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

(Advisor's signature required from PhD/ThM/DMin Students only)

Academic Affairs Approval: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office: Course ID: \_\_\_\_\_ Section: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_