

Chaminade University Of Honolulu

Application For Individualized Study

Please complete this form prior to registration. Upon final approval, present this form along with your completed registration or add/drop form to the Business Office with payment of tuition and fees. SEE REVERSE SIDE FOR INSTRUCTIONS

STUDENT:

PRINT NAME CLEARLY

SOCIAL SECURITY NUMBER

Course to be completed on an individualized study basis:

Course Discipline & No.: _____ Credit: _____

Course Title: _____

TO BE COMPLETED BY THE PROGRAM ADVISOR:

Justification: _____

Syllabus has been examined and is attached. The instructor assigned for the course is _____

The course is to be completed during the _____ term.

PROGRAM ADVISOR

DATE

Approval/Disapproval	
UNDERGRADUATE	GRADUATE
APPROVED YES () NO ()	APPROVED YES () NO ()
Division Chair (signature)	Graduate Program Director (signature)
APPROVED YES () NO ()	APPROVED YES () NO ()
Associate Provost (signature)	Division Chair (signature)
	Executive Vice President and Provost (signature)

Faculty Payment authorized upon completion of course.

FOR BUSINESS OFFICE USE: (CHECK ONE)

_____ Tuition covered in semester payment.

Initials

Date

_____ Separate Tuition of \$ _____ paid.

Initials

Date

Faculty payment processed:

Initials

Date

FOR RECORDS OFFICE USE ONLY:

Grade Sheet received _____

Payment authorized _____

PROCESSING OF INDIVIDUALIZED STUDY/DIRECTED STUDY APPLICATION

1. Senior students desiring individualized study should contact their major advisor and give justification for this mode of study.
2. The major advisor will determine the need for this course. If confirmed, a syllabus is attached and the student will hand carry the application to the Program Advisor for further approval and instructor assignment.
3. Upon approval by the Program Advisor, the student will hand carry the application to the Division Chair.
4. If disapproved by the Division Chair, the application will be placed in the student's academic file and no further action will be taken.
5. If approved by the Division Chair the student proceeds to the Associate Provost or Executive Vice President and Provost (as indicated on form) and then to the Business Office for payment of tuition and fees. A completed registration or add/drop form must also be submitted at this time.
6. The Business Office then submits the application and registration forms to the Records Office for completion of the registration process.
7. A grade sheet will be generated and processed at the end of the term in which the course is scheduled.
8. Upon receipt of the grade sheet, the application will be returned to the Business Office for payment of the instructor.