

PENN STATE BEHREND

UNDERGRADUATE INDEPENDENT STUDY/SPECIAL TOPICS FORM

To be completed for any course numbered

296 and 496 *Independent Study* on- or off-campus, non-group instruction

97, 98, 197, 198, 297, 397, and 497 *Special Topics* on-campus, group instruction (without a letter suffix)

Semester Fall: _____ Spring: _____ Summer: _____ Year: _____

COURSE INFORMATION

Course Abbreviation: _____ Course Number: _____ Credits: _____

Cross-list/Concurrent With: _____

Begin Date: _____ End Date: _____

Short Title (18 spaces max):

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Long Title: _____

Description (20 word limit) *will be on file in Faculty Senate Office:*

Prerequisites: _____

Does this course have a travel component? Yes: _____ No: _____

How many times has this course been offered in the past as *96 _____ and/or *97 _____?

STUDENT INFORMATION

Student Name: _____ PSU ID: _____

Student Email: _____@PSU.EDU Major: _____

Supervising Faculty: _____ Adviser: _____

Course Applied to Major: _____ Elective: _____ Minor: _____

Substitutes For: _____

SIGNATURES REQUIRED (see RESPONSIBILITIES on back)

Student: _____ 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

The student will:

- **be responsible for completing the Undergraduate Independent Study/Special Topics Information Form.**
- **have the form signed by supervising faculty member, student, and School Director.**
- **submit form to the College Registrar's Office that constitutes the student's registration.**

The School Director will:

- **approve course.**
- **forward original copy to Registrar's Office and a copy to:**
 - **faculty adviser for inclusion in the student's advising folder**
 - **supervising faculty member**
- **file by semester in the School Office.**

College Registrar's Office will:

- **register the 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).**
- **file Undergraduate Independent Study/Special Topics Information Form.**