

**Due at the Registrar’s Office on Friday, the end of the fifth week of the FALL and SPRING term** (see the Academic Calendar for Interterm and Summer deadlines)

Individual Study and Research is offered to students to study particular topics that are not provided for by regular curriculum offerings. The individual study and research course enables a student to pursue a topic that is directly relevant to the major/minor or to the student’s individualized/self-designed program and to do so with a course instructor’s oversight. Individual Study may entail research and creative activity that is normally part of any college-level course, expressed in term papers or other culminating projects demonstrating command of course materials and skills.

A minimum of 5 hours of instructor-student contact for each hour of credit is required. The student should spend a total of 40-50 hours in instruction and research for each credit of individual study. Individual Study and Research Students are required to keep a record or journal with a listing of dates, hours-spent, nature of activities, etc.

**INSTRUCTIONS**

1. Provide a copy of your program evaluation to your faculty advisor to review. In consultation with your faculty advisor develop and then **attach the course description and course learning outcomes** of the proposed individual study and research to this form.
2. Enter the Department Course Subject, then select the Course Number appropriate to your class level: 299, 399 or 499 for Undergraduates, and 599, 699 or 799 for Graduate Students.
3. Obtain signature approvals from the department chair/graduate program director and the instructor of the course on the approval list below. (Make copies of the completed form to provide one copy to the instructor and keep the other for your records.)
4. Email the completed form to the Office of the University Registrar at regforms@chapman.edu by the end of the 5th week of the semester. For Interterm and Summer registration deadlines, see the Academic Calendar.

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Subject: \_\_\_\_\_ Course #: 299      399      499      599

Section (Reg Office): \_\_\_\_\_ 699      799      GUS699R\*      EDUC789

Title of Individual Study: \_\_\_\_\_

Credits: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Applicable Fees (if any): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INDIVIDUAL STUDY AND RESEARCH INFORMATION**

Start Date of Individual Study/Research: \_\_\_\_\_ Grading Option: Graded      Pass/No Pass

Proposed/Actual Meeting Dates: \_\_\_\_\_

How will the student be evaluated? \_\_\_\_\_

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Approved	Denied		
		Print Instructor’s Name - REQUIRED	Signature      Date
Approved	Denied		
		Print Chair/Grad. Prog. Director’s Name - REQUIRED	Signature      Date

\*GUS 699R is always titled Graduate Student Research Apprenticeship and is offered only as a P/NP zero-credit course with a 3 hr./wk. expectation. See Graduate Catalog for additional specifics. Revised 11/08/23