

AddRan College of Liberal Arts
INDEPENDENT / DIRECTED STUDY COURSE FORM
(Special Problems, Independent Study, Research Problems, etc.)

To Students and Faculty: Please complete the appropriate paperwork described below. Then follow these steps to ensure approval and that the course gets listed in the class schedule. 1) The faculty member and/or you should send all documentation to the Chair of the department for an approval signature. 2) If the Chair approves, he/she/they will forward the documents to the Associate Dean for Undergraduate Studies in AddRan **with the necessary information to build the course**. 3) Once the course appears in TCU Class Search, you will be able to add it.

TCU ID#	
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Last name		First Name	
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Instructor's Name	
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Semester		# Of Credit Hours		Course #	
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Course Name		Special Title (if desired)	
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Write a brief description describing the advantage to the student in taking this course instead of a regularly scheduled course:

Create and agree on a skeleton syllabus. It should include the following items and be sent along with this form to the Chair:

- A course description
- A bibliography, list of consultants, resources, etc.
- Assignments (readings, research projects, exams, paper, and/or other activities)
- A timetable for completion of each major assignment and for meetings between student and instructor.
- Explanation of how grade will be determined.

Student Signature:		Date:	
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Instructor Signature:		Date:	
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Department Chair Signature:		Date:	
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Dean's Office:		Date:	
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cc: Student, Instructor, Advisor, Department Chair, Associate Dean Cormican, Mrs. Nancy Gonzalez
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***This form must be opened in Adobe Acrobat Reader or Acrobat DC to digitally sign.**