

Office of the Registrar
 Scranton, Pennsylvania 18510-4684
 (570)941-7720 FAX: (570)-941-4148

UNDERGRADUATE READER AND
 INDEPENDENT STUDY REQUEST FORM
 [Do not use this form for internships or Honors tutorials/projects]

Read the reverse side for parameters governing readers and independent studies. By signing this form, the student and faculty agree to these parameters.

Student, please complete this section:

Read the definitions of reader and independent study on the reverse side and check the one box below that fits your request:

- Reader [Courses designated with the actual course number 100 to 479 as listed in the undergraduate catalog.]
 Independent Study [Courses designated with numbers ending in _82 or _83.]

Term of reader/independent study: Fall Intersession Spring Year _____
 (Check 1 only) Summer session: S1 S2 S3 S4 S5 SSP

Requested course prefix/number (e.g., HIST 110, BIOL 482): _____

Course title (Limit: 30 characters): _____

Number of credits: _____

Requested grade mode: Normal (A, B+, etc.) or Credit/No Credit (Grades of CS, CD, NC)

Reason for course request: _____

Where do you intend this course to apply in your curriculum (e.g., Major, cognate, free area)? _____

Your College: CAS KSOM Freshman Junior
 LCHS Sophomore Senior

Major(s): _____ Minor(s): _____ Cum GPA: _____

Student's Printed Name: _____

Royal I.D. #: _____

Email Address: _____

Student Signature: _____

Date: _____

APPROVALS indicated by signing below:

Course Faculty's Printed Name (including middle initial): _____

Signature of Course Faculty: _____ Date: _____

Signature of Department Chair or Program Director: _____ Date: _____

Signature of Dean of Course: _____ Date: _____

Signature of Student's Dean: _____ Date: _____

Grade mode authorized by student's dean: Normal Credit/No Credit

Registrar's Office Processing Confirmation: Term code: _____ CRN: _____ Schedule Type (N or R): _____

Reader fee assessed: __Y __Wv Date processed: _____ Signature: _____

The purpose of reader and independent study courses is to enable University of Scranton students in good academic standing to pursue a course of study that meets one of the following definitions:

Readers: These study experiences replicate courses listed in the catalog and are offered to one or, less frequently, two students. These offerings are limited to meeting acute student programmatic need, as identified and accepted by the dean, and are not meant to be offered routinely. (Note: These courses are designated with the actual course number appearing in the undergrad catalog).

Independent Studies: These experiences, provided to academically successful students, are specially designed and are not offered in the normal course listing. These experiences may be non-honors courses that, like experimental work; or they may involve intensive research activity. (Note: These courses are designated with numbers ending in _82 or _83).

Parameters Governing Readers and Independent Studies:

1. General Education Requirements: Independent study courses may not ordinarily be used to fulfill general education requirements. Readers may be used to fulfill general education requirements only if the course description in the catalog indicates that the course has been approved for the specific general education category being requested and the dean approves the reader.
2. Limits on Number of Reader and Independent Study Courses: Students may take no more than one reader or independent study per term and no more than one reader or independent study per year, on average, during the course of their degree programs.
3. Number of Credits: Readers are to be taken for the same number of credits as indicated in the catalog course description. Independent studies are to be taken for the same number of credits as are granted similar courses in the discipline in which the independent study is offered.
4. Repeat of Failed Courses: Readers and independent studies may not ordinarily be used to repeat failed courses.
5. Grading: Readers and independent studies intended for the major, minor and cognate are graded under the normal grading mode (A, A-, B+, etc.) unless accepted by the student's dean. Other readers and independent studies usually are graded under the Credit/No Credit grading mode (CS: Credit Satisfactory for grades equivalent to C or higher; CD: Credit Deficiency for grades equivalent to C-, D+ and D; No Credit for grades equivalent to F).
6. Note: Exceptions to the above policies must be approved by the dean of the student's college and by the dean of the school offering the course.
7. Deadlines: The completed Reader and Independent Study forms, with all the authorization signatures in place, should be submitted to the Registrar's office, O'Hara hall – 2nd floor, by the last day to add courses as published in the University academic calendar. Students are advised to initiate the process early enough (at least 2 weeks prior to the start of the applicable term) to allow time to add an alternative course to their schedule should the reader or independent study request be denied.
8. Fees: A fee of \$60 per credit in addition to the normal tuition will be charged.
9. Additional Notes for Faculty: Faculty conducting the independent study courses will provide the dean's office with a copy of the syllabus, reading lists, and examinations used in the independent study. (Please attach the syllabus to the form). Normally, faculty are limited to mentoring no more than two students per semester in any combination of readers, independent studies, and honor tutorials. Exceptions to this limitation can be made by the Dean for programmatic reasons or in response to course cancellations.