



INDEPENDENT STUDY FORM/RESEARCH METHODS

Year: 20____

Semester : Fall Winter Spring Summer

Submit to Registrar's Office (122 White Hall) once all signatures are obtained.

The Registrar's Office only needs this page in order to register you for the course. Your supervising faculty member will have a contract that you need to complete that will detail the scope of work for the independent study. The contract is between you and your supervising faculty member.

Student's Full Name _____ Student ID# _____ Student's Major _____

3-Letter Course Prefix _____ 3-Digit Course # _____ Credit Hour _____ Part of term _____

Course title exactly as you wish it to appear in your transcript: _____

The course will be built as a standard letter grade unless this box is checked for Pass/Fail. Please make course Pass/Fail

Will this course require an ENGAGE shell? YES NO

Courses MUST be approved and added before the end of the drop/add period.

Student acceptance of charges and responsibilities:

- The Registrar's Office will notify me at my Utica University e-mail address of any problems with this registration:
 - If I have a hold on my account, I will not be registered for the independent study.
 - If adding this independent study will exceed my maximum hours, I will need to request an increase of my maximum hours or drop a course.
- Independent Study courses are charged at the higher Day rate, even during summer and winter sessions.
- I accept responsibility for ensuring that all courses for which I register are appropriate to my degree program.
- I accept responsibility for all charges incurred as a result of my registration.
- I understand that charges and registration are available for viewing on Banner Web.
- I am responsible for the accuracy of all information I submit to the University.
- I agree to notify the Registrar's Office in writing of any withdrawal, or other change that affects my enrollment status in any class or be subject to all charges.
- If charges are incurred while attending and it should be necessary for Utica University to use a collection agency, which is subject to the Fair Debt Collection Practices Act, I agree to pay all collection costs and attorney's fees.
- In the event I qualify for Title IV federal funds, I authorize the University to use these funds to pay for all allowable charges beyond tuition, fees, room and board. I understand that due to federal regulations, my financial aid package is based upon a minimum registration requirement after drop/add period. If minimum requirements are not met, I will not be eligible for certain aid programs and will be responsible to pay any balance in full prior to participating in future registration periods or the release of transcripts.
- Traditional campus students who do not pay the balance in full will be automatically enrolled in a payment plan and charged a deferred payment fee.
- If I fail to meet payment arrangement deadlines, I will experience delays in finalizing my registration, I may be dropped from my courses, and if applicable, may be removed from campus housing and have my meal plan canceled.
- Academic deadlines are posted on the University website. Links are available from the Registrar's home page: www.utica.edu/registrar
- If I withdraw after the deadline, I will be given a grade of WF, which will calculate as an "F" in my GPA.

Student Signature (**REQUIRED**): _____ Date: _____

Faculty Approvals:

Supervisor Name (PRINT): _____

Supervisor Signature: _____ Date: _____

Chair/Director Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Once all signatures are in place, please submit to the Registrar's Office (122 White Hall) to process.

Registration Completed: CRN: _____ Date Registered: _____ Initials: _____