

Graduate Student Form
Graduate Reader/Independent/Directed Study/
Special Topics/Thesis Request Form

Print clearly and use ink(no pencil)

Royal ID	Printed Name
Date	Signature
On Campus(x one semester) Fall ___ 20___ INT ___ 20___ SPR ___ 20___ SUM ___ 20___	Online/Web Based (x one semester) Fall H1 ___ 20___ Spring H1 ___ 20___ Summer H1 ___ 20___ Fall H2 ___ 20___ Spring H2 ___ 20___ Summer H2 ___ 20___

STUDENT: Please complete this Section:
Read the definitions of reader, directed study, special topics and thesis on the reverse side and check the one box below that fits your request: <input type="radio"/> Reader (Note: These courses are designated with the actual course number listed in the graduate catalog.) <input type="radio"/> Directed Study/Special Topics/Independent Study (Example: courses ending in 79, 82, 83, 84, 89, 92 and 98.) <input type="radio"/> Thesis (Note: These courses are designated with numbers ending in 99.) Requested course prefix/number: _____ example:MIS579, COUN582) Number of Credits: _____ Course Title: _____ Reason for Request: _____ Program of Study: _____ GPA: _____

Approvals indicated by signing below:

Course Faculty's **Printed** Name: _____

Signature of course Faculty: _____ Date: _____

Signature of Program Director: _____ Date: _____

Signature of Department Chair: _____ Date: _____

Signature of Dean: _____ Date: _____

Grade mode authorized by the Dean: Letter Grade/Normal: _____ Satisfactory(S)/Unsatisfactory(U): _____

For Office of the Registrar Processing:

Term Code: _____ CRN: _____ Schedule Type (N, R or H): _____

Reader fee Assessed: Yes ___ Waived ___ Date Processed: _____

Signature: _____

Please return the completed form to:

Office of the Registrar
O'Hara Hall Second floor

The purpose of a reader, independent study, directed study, special topics and thesis courses is to enable University of Scranton Graduate 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. Readers are eligible for either letter grades or satisfactory/unsatisfactory. (Note: These courses are designated with the actual course number appearing in the undergraduate catalog.)

Independent Studies/Directed Study/Special Topics: These experiences, provided to academically successful students, are specially designed and are not offered in the normal course listing. These experiences are based on a set of readings, discussions, and writing assignments; they may be based on experimental work; or they may involve intensive research activity. These type of courses are eligible for either letter grades or satisfactory/unsatisfactory. (Note: These courses are usually designated with numbers ending in 82, 83, 84 or 98.)

Thesis: These experiences are specially designed and are not offered in the normal course listing. These experiences are based on experimental work that involves intensive research activity and a public defense on the part of the student. (Note: These courses are designated with numbers ending in 99.)

Parameters Governing Graduate School Readers, Independent Studies/Directed Studies/Special Topics and Thesis:

Limited on Number: Students may take no more than one reader per term and no more than one reader per year, on an average, during the course of their degree program.

Number of Credits: Readers and independent studies are to be taken for the same number of credits as are granted similar courses in the discipline in which the reader or independent study is offered.

Repeat of Failed Courses: Readers and Independent Studies should not be used to repeat failed courses.

Deadlines: The completed Reader/Independent Study/Directed Study/Special Topics/Thesis request form should be submitted to the Office of the Registrar by the last day to add courses as published in the University academic calendar. A fee of \$60.00 per credit in addition to the normal tuition will be charged.

Additional Notes for Faculty: Faculty conducting Independent Study/Directed Study or Special Topics courses will provide the dean's office with a copy of the syllabus, reading lists, and examinations used in the course. (Please attach the syllabus to this form.) Normally, faculty is limited to mentoring no more two students per semester in any combination of readers, independent studies and special topics. Exceptions to this limitation can be made by the Dean for programmatic reasons or in response to course cancellations.

The student should secure approvals of Course Faculty member, Program Director, Chair and Dean before sending to:

Registrar's Office
O'Hara Hall 2nd Floor