

MILLERSVILLE UNIVERSITY
REQUEST FOR SPECIAL STUDY ASSIGNMENT
PART 1: TO BE COMPLETED BY STUDENT REQUESTING SPECIAL STUDY

Student Last Name	First Name	MI
MAX ID Number	Degree and Major	Expected Graduation Date
Local Address		Local Phone
Student Signature	Date	Email
Student Adviser Signature	Date	
Student Adviser Information		
Please attach this form a justification for the student's needs for this course.		

PART 2: TO BE COMPLETED BY COURSE INSTRUCTOR OR FACULTY SUPERVISOR

<p>CHECK ONE:</p> <p>___ INDEPENDENT STUDY (ugrd -use 498; not for Honors Course)</p> <p>___ INDEPENDENT STUDY (grad – course number varies)</p> <p>___ INDEPENDENT STUDY (ugrd – use 489; for Honors Course)</p> <p>___ INDEPENDENT STUDY (ugrd – use 499; for Dept Honors Thesis)</p> <p>___ INDEPENDENT STUDY (ugrd – use 499, for Univ Hnrs College Thesis)</p> <p>___ INDIVIDUALIZED INSTRUCTION (ugrd or grad – use catalog number) (Includes Graduate Practicum or other course in the grad or ugrd catalogs that are not scheduled in the special study term)</p>	<p>SPECIAL STUDY COURSE INFORMATION (print year)</p> <p>Fall _____ Summer 1 _____</p> <p>Spring _____ Summer 2 _____</p> <p>Winter _____ Summer 3 _____</p> <p><i>FACULTY SUPERVISOR/INSTRUCTOR</i> Print name: _____</p>	
Subject & Course Number (ex. ENGL 489)	Credits	Short Course Title/Topic (ex. Writings of Jane Austen)

For the term indicated above, list the total number of independent study credits _____ and individualized instruction credits _____ you will supervise, including the credits on this form.

NOTES: A maximum of 9 student credit hours of independent study and a separate minimum of 9 student credit hours of individualized instruction may be supervised in any one term. This applies to fall, spring/winter or the entire summer term (including Summer 1,2, and 3 combined).

Faculty Supervisor Signature	Date	MAX ID Number

PART 3: SIGNATURES REQUIRED FOR APPROVAL AND PAYMENT AUTHORIZATION

Chair of department in which study will occur	Date

Dean of College in which study will occur	Date

Estimated Cost: _____ For Registrar's Office use only: CRN _____
 c: Registrar's Office 9/2015

INSTRUCTIONS FOR PROCESSING “REQUEST FOR SPECIAL STUDY” FORM

Person Responsible	Steps Required
Student	1. Discusses proposed special study with course instructor or faculty supervisor. Completes PART 1, discusses plan with academic adviser and obtains adviser's signature.
Adviser	2. Discusses request with student, attaches a clear and detailed justification for the study and signs form (PART 1) if approved.
Instructor/Supervisor	3. Completes all information in PART 2 and signs form. Forwards form to department chair.
Department Chair	4. Chairperson of department offering course will review special study request form and faculty load information, sign form (PART 3) if approved, and forward form to dean of his/her school.
School Dean	5. Dean of school offering course will review special study request form and faculty load information, sign form (PART 3) to authorize payment of faculty member, and forward it to Registrar's Office for processing.
Registrar's Office	6. Process student's registration for special study assignment. Notifies Bursar's Office if processing the special study results in a change to the student's billing status. Distributes copies of approved special study forms as follows: <div style="margin-left: 40px;"> Faculty member supervising special study assignment Budget Office HR Technician in Provost's Office </div>
HR Technician in Provost's Office	7. Verifies student's registration for and/or completion of special study assignment. Completes the SSHE form for calculation of faculty payment and forwards it to the Payroll Office for processing.
Student	8. Settles any additional cost resulting from registration for special study credits.
Payroll	9. Processes SSHE form so that faculty member will be paid. Forwards a copy of completed payment form to the Budget Office.