

BE 598 INDIVIDUAL PROBLEMS REQUEST FORM

To enroll in BE 598 Individual Problems, the student must complete the form below. The Description of Informal Study must include the following components:

- Description of work required to complete the course
- Tentative schedule for when/how often the student and instructor will meet during the given term
- Course Objectives
- Intended Learning Outcomes
- Method of Assessment

The student needs to work with the instructor to complete this form. Attach additional pages as necessary if the form does not allow enough space for all required components.

When determining how many credit hours the course is to be for (1-6) please note that each credit hour is considered approximately 3 hours of work each week for 15 weeks, so approximately 45 total hours worked per credit earned.

After the form is signed by the student and the instructor it is to be submitted to the [SEAS Force Registration Site](#). The form will be reviewed by the Director of Graduate Studies, and the student will be added to the class by the department.

This form must be submitted no later than the FIRST week of student in order to be enrolled prior to the end of drop/add for the semester. If the form is submitted after the first week the student will be ineligible to enroll for that semester.

Student's name: _____

Last Name
First Name
Middle

Person number: _____ **Semester & Year for Request:** _____

Credit Hours Being Requested: _____ **Supervising Faculty Member:** _____

Grading Scheme (to be completed by Faculty Member): Letter _____ or, S/U _____

Title of Individual Problems: _____

Description of Study:

Student's Signature

Date

Faculty Signature

Date