

**THE UNIVERSITY OF NEW MEXICO - LOS ALAMOS  
INDEPENDENT STUDY REQUEST**

Date of request \_\_\_\_\_ Return by \_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_  
**Curriculum Coordinator** **Academic Advisor**

Degree Requirement for \_\_\_\_\_ (Student)

Social Security # \_\_\_\_\_ GPA \_\_\_\_\_ Cum Hrs \_\_\_\_\_

Certificate Program in \_\_\_\_\_ Associate degree in \_\_\_\_\_

The following course is being requested:

Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

Semester & Year \_\_\_\_\_

Reason for request:

\_\_\_\_\_ Student is scheduled to graduate and was unable to take course(s) last time it was offered because

\_\_\_\_\_

\_\_\_\_\_ Change in program requirements necessitates independent study. Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\*\*\*\*\*

Curriculum Coordinator \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Reason if Disapproved \_\_\_\_\_

Instructor Assigned \_\_\_\_\_

(Assignment is on a voluntary basis by instructor.)

Division Head \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Call # \_\_\_\_\_ Dept: \_\_\_\_\_ Number: \_\_\_\_\_ Section: \_\_\_\_\_

Associate Director for Instruction \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Reason if Disapproved \_\_\_\_\_

**Approval Steps:**

- 1. Academic Advisor fills out form and submits it along with official degree check to the Curriculum Coordinator.
- 2. Curriculum Coordinator will work with Division Head for approval/disapproval and assignment of instructor and forward this form to the Department of Instruction for final approval/disapproval. If not approved forward to Academic Advisor
- 3. Department of Instruction will then set up course and submit final approval/disapproval to the Academic Advisor.
- 4. Academic advisor will contact the student to complete the following:
  - a. Register for the course
  - b. Meet with assigned instructor to agree upon the course "contract" which should include:
    - the specific areas to be covered, and in what format;
    - Performance and grading criteria;
    - The number of assigned credit hours, if applicable

**Please submit original completed form to the Registrar's office**