

THE UNIVERSITY OF
SCRANTON

A JESUIT UNIVERSITY

College of Graduate and Continuing Education (CGCE)
Office of Student Services and Advising
800 Linden Street
Scranton, Pennsylvania 18510-4632
(570)941-7580 FAX: (570)941-7621

**GRADUATE READER/INDEPENDENT STUDY/
DIRECTED STUDY/SPECIAL TOPICS/
THESIS REQUEST FORM**

Read the reverse side for parameters governing readers, directed study, special topics and thesis.
By signing this form, the student and faculty agree to these parameters.

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:

- Reader** [Note: These courses are designated with the actual course number listed in the graduate catalog.]
- Directed Study/Special Topics/Independent Study** [Example: courses ending in 79, 82, 83, 84, 89, 92, 98]
- Thesis** [Note: These courses are designated numbers ending in 99.]

Term of study: ___Fall ___Intersession ___Spring ___Summer Year: _____

Requested course prefix/number: _____
(e.g., MIS 579, COUN 582, NURS 583, CHEM 584, THEO 599)

Course title: _____ (Limit: 32 characters)

Number of credits: _____

Requested grade mode: ___Normal (A, B+, etc.) or ___Satisfactory/Unsatisfactory (S, U)

Reason for request: _____

Program of Study: _____ GPA: _____

Student's Printed Name: _____ Royal ID #: **R**_____

Student Signature: _____ Date: _____

APPROVALS indicated by signing below:

Course Faculty's Printed Name (including middle initial): _____

Signature of Course Faculty: _____ Date: _____

Signature of Program Director: _____ Date: _____

Signature of Department Chair: _____ Date: _____

Signature of CGCE Dean: _____ Date: _____

Grade mode **authorized** by CGCE Dean: ___Normal ___Satisfactory/Unsatisfactory

Processing Confirmation: Term code: _____ CRN: _____ Schedule Type (N, R or H): _____

Reader fee assessed: ___Y ___Wv Date processed: _____ Signature: _____

The purpose of reader, independent study, directed study, special topics and thesis courses is to enable University of Scranton Graduate School students in good academic standing to pursue a course of study that meets one of the following definitions.

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. [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. [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 involved 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 Study/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 average, during the course of their degree programs.
- 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 is offered.
- Repeat of Failed Courses: Readers and independent studies may not ordinarily be used to repeat failed courses.
- Deadlines: The completed Reader/Independent Study/Directed Study/Special Topics/Thesis Request Form should be submitted to the Graduate School Office 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 than two students per semester in any combination of readers, independent studies, directed studies and special topics. Exceptions to this limitation can be made by the Dean for programmatic reasons or in response to course cancellations.