

Independent Study Request

The Administrative Committee, in consultation with a faculty advisor and proposed course instructor, may grant permission for a student to enroll in a regular course through Independent Study. **If you have not already done so, please submit an Academic Petition explaining the circumstances which lead you to request an Independent Study course, as opposed to an on-campus course. Once your petition has been approved, you are welcome to submit an Independent Study request.**

Please note, if your intent is to register for a course uniquely developed by the student and instructor and not found in the catalog, please complete the Individualized Study Request. All requests must be submitted no later than two weeks prior to the beginning of the semester. Requests submitted after that date may be denied or postponed until the following semester.

Full Name _____ Student ID _____
First Middle Last

Course ID _____ Course Title _____

Credit Hours _____ Start Date _____ End Date _____

Please note that the course start and end dates must occur within the official start and end dates of the semester.

Please staple a copy of the syllabus to this form, with the form on top. Then obtain the signatures indicated below. If you are unable to obtain one or more signatures due to schedule conflicts or distant proximity to campus, a copy of an email indicating approval from the faculty member may be stapled behind the syllabus, and "See Attached" may be written on the signature line.

Instructor Signature: verifies approval of syllabus _____ Date _____

Advisor Signature: verifies support of this request _____ Date _____

Northern California Only: Academic Coordinator Signature _____ Date _____

Student Signature: authorizes registration _____ Date _____

PORTLAND CAMPUS
studentservices@westernseminary.edu
5511 SE Hawthorne Blvd
Portland, OR 97215-3367
(877) 517-1800 or (503) 517-1800
(503) 517-1801 fax

SAN JOSE CAMPUS
Attn: Williana Purnama
1000 S Park Victoria Dr
Milpitas, CA 95035
(877) 900-6889 or (408) 356-6889
(408) 668-2800 fax

SACRAMENTO CAMPUS
Attn: Lindsay McKinnon
290 Technology Way Ste 200
Rocklin, CA 95765
(800) 250-7030 or (916) 488-3720
(916) 488-3735 fax

OFFICE USE ONLY

The Academic Affairs / Center for Ministry Leadership office has granted approval of this request.

Dean/Center Chair _____ Date _____

The Registrar has granted approval of this request.

Registrar _____ Date _____

The registration has been processed.

Student Services Staff _____ Date _____