

**UNDERGRADUATE STUDENT  
REQUEST FOR CONTRACTING ADVANCED WORK**

**Note:** This form is to be used to request approval for Advanced Course work. Students must have an accumulated GPA of 2.5 to enroll in advanced course work.

**NO REQUEST WILL BE APPROVED WITHOUT THE COMPLETION OF THIS FORM.**

**ART 287: INDEPENDENT STUDY** (intensive work in a specialized area)

**ART 299: INDEPENDENT HONOR STUDY** (intensive work in a specialized area—honors students only)

**ART 351: SPECIAL PROJECTS IN ART** (to be used for art history, art education and studio-based work)

This form must be filed in the Art Office by the **FIRST day of classes** at the beginning of the semester the advanced course work is to be taken. After clearance is given, **students must register** for the Advance Course Work on iCampus or SIAS system—check the Class Registration Directory for procedures.

Name \_\_\_\_\_ UID# \_\_\_\_\_  
 Session \_\_\_\_\_ Year \_\_\_\_\_ Major \_\_\_\_\_ Concentration \_\_\_\_\_  
 Major GPA \_\_\_\_\_ GPA \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT NOTE**

These two items **MUST** be done before turning form in.

1. Attach a detailed description of the nature of the project. Include a schedule of meetings with the instructor, expected outcomes of the work, and how the work will be evaluated.
2. Attach a list of all relevant courses you have already taken within this area of study.

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

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Department

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Course Number

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Section

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Hours Requested

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Reference Number

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clearance Approved: Yes  No  Date: \_\_\_\_\_ Total Hours Approved:

*Request to substitute for an established course*

If any course is a substitute for a regularly offered course, attach a statement with justification for this substitution. This request will not be granted without prior approval of the department chair.

Department Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE CONSULT REVERSE SIDE TO INSURE THAT THE REQUEST CONFORMS TO ESTABLISHED GUIDELINES**

## SCHOOL OF ART GUIDELINES FOR ADVANCED COURSE WORK (UNDERGRADUATE)

Advanced course work in the School of Art is intended for intensive study in specialized areas under a qualified member of the Art faculty.

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- Advanced course work should be requested only by students who have completed the sequence of courses in an area, who meet the required major and accumulative grade point average and who have demonstrated potential to benefit from the study requested.
- A request for advanced course work must be prepared by the student, approved by the faculty member and the department chair, and filed in the School of Art office before the first day of classes at the beginning of the semester the work is to begin.
- Advanced course work is not intended to be used for non-academic activities.
- Students may not request advanced course study when the proposal duplicates work being offered in a regularly scheduled class without the approval of the department chair.
- Advanced course work should be completed in the semester for which it is requested. Incomplete grades may be given to a student who is doing passing work but finds it impossible, because of reasons beyond his/her control, to complete the required work by the end of the term. The student must have been doing the work, according to the approved contract, to within three weeks of the close of the semester or to within one week of the close of the summer session. The faculty member may specify the date, by which the required work must be completed, which may be no later than the final class day of the corresponding term of the following academic year. (Consult the undergraduate catalog for detailed description of assigning incomplete grades.)

**Independent Study 287:** Intensive work in a specialized area. A maximum of six hours may be applied toward graduation. May only be requested by undergraduate students.

**Independent Honor Study 299:** Intensive work in a specialized area. A maximum of six hours may be applied toward graduation. May only be requested by undergraduate honors students.

**Special Projects in Art 351:** Special projects in art chosen by the student for advanced investigation. These courses may be repeated. May be requested by undergraduate and graduate students.

**It is the student's responsibility to process this form correctly. If you have any questions, ask a School of Art undergraduate advisor.**