

# **Independent Study and Special Topics Process for BANNER**

## **Independent Study Process**

Department will complete the 3-part Independent Study form and submit it through the Dean's Office and Academic Affairs with a copy of the syllabus attached to each request.

The Registrar's Office will create the section and schedule the course at a non-standard time. The Department will then be notified of course set up and to inform student(s) to register in Panther Tracks.

## **Special Topics Process**

- If the Special Topic has been previously approved/established - Department will create the section and notify the Registrar's Office.
- If a new Special Topic/Approval Required – A request must be sent through the Dean's Office and Academic Affairs with the proposed 2-digit section coding for the Special Topic.

The Registrar's Office will apply the Special Topic title (subtitle) to the course and complete the approval/activation of the course.