Undergraduate Registration Permission Form for:
Independent Study, Internship, Distinction Research
Junior/Senior Research, SYE (Off Campus Study Abroad)

This form must be completed and returned in person by the student to the Office of the Registrar, no later than the date shown below:
Fall and Spring Semesters – due by 2nd Monday of the term
Summer Semester – due by 2nd Monday of Summer Full Term

Name of Student: ___________________________ Student ID: ___________________________

Signature of Student: ___________________________ Date: ___________________________

Select a Term: Fall Semester 20 ___ Cardinal Term 20 ___ Spring Semester 20 ___
If Summer Semester, select part of term: 20 ___ MAY FULL TEN wks FIRST 7 wks SECOND 7 wks

Independent Study, Junior/Senior Research, or Distinction Research

Course Type:
○ Independent Study (3900)
○ Distinction Research (3900)

Junior/Senior Research (BIO, CHEM, ESCI or ZOSC only)
○ BIO 3950
○ CHEM 4950

Distinction Research (3900)
○ ESCI 4950
○ ZOSC 4950

Course Prefix (ACCT, ART, etc.): ___________________________ Credit Hours: ___________________________

Title of 3900 Independent Study: IND ST:

If this course is serving as a repeat of a previously completed course, indicate the Subject/Course # that is being repeated and the registration term of the previous attempt: ___________________________

If this course is serving as a substitute for a degree requirement, a sub/waiver form must be sent to the Registrar’s Office.

Internship

Course Prefix (ACCT, ART, etc.): ___________________________ Internship #: 4900 4901 4902

Credit Hours: ___________________________ (maximum of 3 hrs. in Cardinal Term, or 4 hrs. in May Term)

Internship will be
○ letter graded
○ pass/fail graded

Please note the following:
• Internships can either be letter-graded or pass/fail graded as determined by the home academic department.
• For each semester hour of credit, you are expected to work a total of 42 hours (which equates to 3 hours per week for 14 weeks).
• An internship packet/contract must be secured from this website: www.otterbein.edu/internshipmanual. Follow the packet instructions for completion and submission.

SYE – Off Campus Study Abroad

SYE #: 4750 Credit Hours: 2

SYE will be
○ letter graded
○ pass/fail graded

Signature of Instructor Providing Grade ___________________________ Date ___________________________

Printed Name of Instructor Providing Grade ________________________________________________

Workload Credits Assigned to Instructor: ___________________________

Signature of Department Chairperson ___________________________ Date ___________________________

REGISTRAR OFFICE USE ONLY

Processed by ___________________________ Date ______ / _____ / ______ CRN ___________________________

○ If 4900 (Internship) is pass/fail, enter PF in Grade Mode field of SSASECT
○ If for Summer Term, enter correct Part of Term
○ If Distinction Research, add DRSC
○ Make sure “Voice Response and Self-Service Available” is not-checked on SSASECT attribute on SCADET