



**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 2<sup>nd</sup> Monday of the term      Summer Semester – due by 2<sup>nd</sup> 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)      Junior/Senior Research (BIO, CHEM, ESCI or ZOSC only)  
                          Distinction Research (3900)       BIO 3950       CHEM 4950  
    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](http://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       Enter on student's schedule
- 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