

**HAMLIN UNIVERSITY  
GRADUATE SCHOOLS INDIVIDUALIZED STUDY  
INSTRUCTIONS**

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The individualized study option is available for students who wish to take an existing Hamline course which is not offered during the term the student needs to take it. Instructors work individually with students to complete the coursework. Individualized study requires instructor approval; however instructors are not obligated to teach their classes in this format.

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**Topic and Faculty**

- Determine what course you want to take individually.
- Find a faculty member to supervise your work; the faculty member must be approved to teach the course

**Paperwork**

- Carefully complete the Individualized Study Registration form.
- Obtain the required signatures from the instructor who will be supervising your project and from the appropriate Program Director or advisor.

**Registration**

- Upon approval by your Program Director, the completed registration form is submitted to the Registration and Records office.

**Payment**

- Professional Development (Continuing Studies) students must pay in full at the time of registration. Payment information is included on the registration form. See the current Professional Development for Educators catalog for tuition rate.
- Degree- and license-seeking students will be billed.

**Completion**

- Complete your coursework.
- Your instructor will submit your grade to the Registration and Records office upon completion, normal grading policy deadlines apply.