

Registering for Classes

In most cases graduate registration may be accomplished using the “MyKU” link. The schedule of graduate courses is available from the Office of the Registrar each semester and can also be viewed on the web at the Registrar’s Office home page.

Registration dates are available on the Registrar’s Office website and the Department website under “Important Dates”.

Registration for Practicum and Internship

The Department registers students for COU 580 (Practicum) and COU 590 and COU 594 (Internship/Field Experience). Students *cannot* register for COU 580, COU 590 and COU 594 through MyKU.

Summer Course Registration

Students may not exceed 9 credits during the summer sessions.

Independent Study Registration

Independent Study (I.S.) offers a graduate student the opportunity to pursue an area of interest that is not offered in regular courses. In cases of documented need and upon submission of a detailed outline for the student’s proposed Independent Study, the student may submit a request for an I.S. course. This request form may be obtained in academic departments. Similar to Individualized Instruction courses, these requirements apply:

1. approval signatures of the instructor for the proposed I.S. course, the appropriate departmental chairperson, the dean of the college in which the course is taught, and the Graduate Dean must be secured on the request form; this process is the responsibility of the graduate student
2. once signed by all parties, the request form must be submitted to the Office of the Registrar at the time the student registers for the semester in which the I.S. will occur
3. the academic department of the course proposal must have an Independent Study course listed among its offerings in the Graduate Catalog (some departments choose not to offer this option)
4. Independent Study is not a guaranteed right; through the approval process, the University exercises the option to allow or not to allow the I.S. course in each case. The Graduate Dean does not approve I.S. request forms that do not have the approval of the proposed instructor, the chairperson of the appropriate department, and the college Dean.

The course number for an Independent Study is COU 581.

Individual Instruction Registration

In cases of documented need (e.g. student will not be able to graduate at the end of the semester in which the II is proposed), graduate students may request a course be taken by Individualized Instruction (II). Approval signatures must be obtained from the instructor for the I.I. course, the chairperson of the respective department, the Dean of the college in

which the course is taught, and the Graduate Dean. The responsibility for obtaining these signatures, and for submitting the form to the Graduate Office at the time of registration for the semester in which the I.I. will occur, rests with the student. Individualized instruction is not a guaranteed right of any graduate student, and the option to offer or not to offer any course as I.I. is established entirely by the four approving signatures on the request form. The final approving authority is the Graduate Dean, who also makes final approval for any undergraduate courses taken by graduate students.

The Graduate Dean does not approve any I.I. requests that do not have the approval of the proposed instructor, the chairperson of the appropriate academic department, and the college dean. Students are to request I.I. only when they are unable to enroll in the course at the regularly offered time slot because of special circumstances. I.I. courses are not available to professional credits students.

The course number for an Individual Instruction course is the same number as the existing course.