2016 SUMMER TERM INDEPENDENT STUDY REQUEST FOR PAYMENT

Directions for submission: Complete one form for each session that you are claiming Independent Study payment. Forward the request to the Summer Term Office (Mail Code 1030). After grades are posted for the session that you are claiming Independent Study payment, a letter of appointment will be generated by Summer Term and returned to you for the necessary signatures.

The number of hours of independent study supervision for which an instructor may be paid in each five week session is limited. The limits are: 18 student credit hours (sch) for those teaching no classes; 9 sch for those teaching one class (up to 5 credits); 6 sch for those teaching two classes (5 or more credits). The deadline for requesting Independent Study payment for Summer Term 2016 is August 12, 2016.

Instructor: _________________________________ Employee (HRMS) ID Number #: ______________

Please type or print

Extension #__________ Mail code: __________________ Contract Type: A or B? ______________

For Summer Term Use Only: Department Code: __________ Rank: __________ Session: __________

What courses are you (the instructor) teaching this summer?
List all courses in the following format: session, department, course and section number; and number of credits.

<table>
<thead>
<tr>
<th>Student’s Name and ID# Number</th>
<th>Course Number</th>
<th>Credits</th>
<th>Grade* or Drop date* (see note below)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept</td>
<td>Num</td>
<td>Scn</td>
</tr>
</tbody>
</table>

(*) To be filled in by Summer Term office. The information will be copied from My UNLV at the end of the grading period for the course. Please do not request payment for students who have dropped. Edoc Complete: __________

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