



Graduate Liberal Studies Research Application Form

The student and thesis advisor should meet in the semester before wanting to take this course to discuss the anticipated research and plan of study. They should then complete this form together and submit the form to the Program Director. The form is then routed for approval signatures in the order listed, ending in the Registrar's Office before the add/drop deadline where the original is kept on file. Note: LST 691 and LST 692 are typically taken as the last two courses in the program.

TO THE REGISTRAR:

Student Name: _____ Student ID Number: _____

The student listed above has permission to register for the following class (check one):

- _____ LST 691 - Research I for (3) or (6) credits (circle one)
_____ LST 692 - Research II for (3) or (6) credits (circle one)

The term/year in which this course will be taken: _____

By signing this form, the Student accepts the following conditions:

- If I have a hold on my account, I will not be registered for the course. The Registrar's Office will notify me at my Utica College e-mail address of any problems with this registration.
- I accept responsibility for ensuring that all courses for which I register are appropriate to my degree program.
- I accept responsibility for all charges incurred as a result of my registration.
- I understand that charges and registration are available for viewing on Banner Web.
- I am responsible for the accuracy of all information I submit to the College.
- I agree to notify the Office of the Registrar in writing of any withdrawal or other change that affects my enrollment status in any class or be subject to all charges.
- If charges are incurred while attending and it should be necessary for Utica College to use a collection agency, which is subject to the Fair Debt Collection Practices Act, I agree to pay all collection costs and attorney's fees.
- In the event I qualify for Title IV federal funds, I authorize the College to use these funds to pay for all allowable charges beyond tuition, fees, room and board. I understand that due to federal regulations, my financial aid package is based upon a minimum registration requirement after drop/add period. If minimum requirements are not met, I will not be eligible for certain aid programs and will be responsible to pay any balance in full prior to participating in future registration periods or the release of transcripts.
- Traditional campus students who do not pay the balance in full will be automatically enrolled in a payment plan and charged a deferred payment fee.
- If I fail to meet payment arrangement deadlines, I will experience delays in finalizing my registration, I may be dropped from my courses, and if applicable, may be removed from campus housing and have my meal plan canceled.
- If I withdraw after the deadline, I will be given a grade of WF, which will calculate as an "F" in my GPA. (Add/drop and withdraw deadlines are posted on the College website. Links are available from the Registrar's home page: www.utica.edu/registrar)

Student Signature: _____ Date: _____

Thesis Advisor's Name (print clearly): _____

Thesis Advisor's Signature: _____ Date: _____

For Office Use Only

Program Director: _____ Date: _____

School Dean: _____ Date: _____

Date Processed by Registrar: _____ Initials: _____