

Individualized Instruction       Independent Study

College of \_\_\_\_\_ No. of Credits Requesting \_\_\_\_\_

Before completing the form, please see instructions on the reverse side.

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_

Major \_\_\_\_\_ Advisor \_\_\_\_\_

Course \_\_\_\_\_ Instructor \_\_\_\_\_

Term:  Fall  Spring  Pre-session  Summer I  Summer II  Winter Intersession      Year \_\_\_\_\_

**Description:**

For Independent Study, attach a project description. For individualized Instruction, attach (1) a course syllabus, including a list of topics, required readings, and other course assignments and requirements, and (2) the schedule of meetings between instructor and student.

Reason Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approvals:**

Student \_\_\_\_\_ Date \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_ Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_ Associate Vice President \_\_\_\_\_ Date \_\_\_\_\_

Extended Programs \_\_\_\_\_ Date \_\_\_\_\_

Original: Office of Academic Affairs

Copies: Registrar                      Instructor  
          College Dean                    Advisor  
          Department Chair              Student



## **Instructions for Individualized Instruction and Independent Study**

### Individualized Instruction:

The content, requirements, and standards of tutorial shall be the same as those of the corresponding course. Individualized instruction allows a student to take an unscheduled course required for completion of a program of study. The course must not have been offered currently, and will not be offered again prior to the student's graduation. A student seeking individualized instruction may initiate the request by completing this form obtained from the dean of the college in which the course is offered, after preliminary discussions with both the advisor and possible instructor. Please note that students should submit this request only after exhausting such options as (1) a substitution by the department, (2) a waiver by the department and dean, and (3) taking a similar course at another institution. Justification is required.

### Independent Study:

It provides the opportunity to a student for a unique academic experience otherwise not available through regular curricular offerings. It should not be confused with cooperative or internship courses which provide job experience. Approval of independent study proposals are extremely limited. Only those with justifications which show the greatest benefit to the student will be considered. The procedure for an independent study request is similar to individualized instruction, except that a project description must be composed by the student and submitted along with this form. The project description shall outline the intended project and include such details as resources available, methods employed, and conclusions or benefits anticipated.

In the case of a student requesting permission for study in an inter-departmental curriculum, the student should seek the approval of the department chair of the faculty member supervising the course.

Neither the department chair nor the dean will approve a request which attempts to compensate for an inadequately planned schedule.