



PO Box 730 Kutztown, PA 19530-0730 (610) 683-4200

INDIVIDUALIZED INSTRUCTION REQUEST FORM

This form must be approved and returned to the Registrar's Office

Be sure to carefully read and follow instructions on reverse side

PLEASE PRINT

Indicate what semester and year this request is for:

Fall ____ Spring ____ Sum I ____ Sum II ____ Break ____

NAME _____ EMAIL _____

ADDRESS _____ PHONE NO. _____

CITY _____ STATE _____ ZIP _____

MAJOR/SPECIALIZATION _____

CHECK ONE:
____ Undergraduate Student - Total Semester Hours Passed _____
____ Graduate Student - Degree Candidacy Approved as of _____
____ Post Baccalaureate Certification Student requirements to be completed as of _____

REASON FOR REQUEST:

- ____ Conflict in schedule with other required courses
____ Required course previously offered too early in student's curriculum
____ Course previously limited by enrollment or change in schedule
____ No course substitution is possible in the student's curriculum
____ Other: _____

COURSE REQUESTED: _____

Prefix Title Credits

PRINT INSTRUCTORS' NAME _____

Student's Signature _____ Date _____

INSTRUCTOR'S SIGNATURE _____

CHAIRPERSON'S SIGNATURE _____

DEAN'S SIGNATURE _____ DATE _____

GRADUATE DEAN'S SIGNATURE _____ DATE _____

APSCUF'S SIGNATURE _____

(Permission required for courses scheduled to be taught this semester/session.)

REQUEST IS: ____ APPROVED ____ DISAPPROVED - IF DISAPPROVED STATE REASON:

Note: If approved, you must register for the class at the Registrar's Office.

COPY TO: Dean, Graduate Dean (if applicable) Department Chairperson, Instructor, Registrar, Student

OFFICE USE ONLY: _____
Prefix & No. Allocated Date

Instructor's Name Social Security No.



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INSTRUCTIONS

1. Student should carefully and completely fill out the reverse side of this form.
2. Be sure to indicate what semester and year the request is for.
3. Secure the Instructor's signature.
4. Secure the Department Chairperson's signature (indicates departmental approval).
5. Secure the signature of the Dean of the College in which the department resides.
6. Graduate and Post Baccalaureate Certification students are additionally required to have the signature of the Dean of the College of Graduate Studies and Extended Learning.
7. Return completed form to the Registrar's Office during the course registration period.

POLICY ON INDIVIDUALIZED INSTRUCTION APPLICABLE TO STUDENTS

1. In all circumstances of Individualized Instruction:
 - a. The course must be a regular university catalogue course.
 - b. The course is not scheduled to be taught in the particular semester.
2. Individualized Instruction-is available only to degree undergraduate students who have passed no less than 32 semester hours, to degree graduate students only after approval of degree candidacy and students accepted into Post Baccalaureate Certification programs.
3. Individualized Instruction may be assigned/approved only for required courses in the student's degree curriculum. The student is expected to have observed all required sequence(s) of degree courses and to have registered for courses within the usual schedule of semester offerings appropriate to the student's degree and/or major.
4. Students may not repeat a course (taken by the normal method) via Individualized Instruction without the approval of the Undergraduate or Graduate Exceptions Committee, as applicable.
5. A student is permitted to enroll in only one course under Individualized Instruction during the term of the study.
6. A student enrolled in a course under Individualized Instruction may meet with the instructors regularly for at least 5 contact hours per credit offered. Examinations and other work will be comparable to the requirements of the course when regularly offered.