

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 _____ STUDENT ID # _____

ADDRESS _____ PHONE NO. _____

CITY _____ STATE _____ ZIP _____ CELL PHONE NO. _____

E-MAIL _____

MAJOR/SPECIALIZATION _____

CHECK ONE: Undergraduate Student - Total Semester Hours Passed _____

Graduate Student – Applied for Candidacy on _____

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 & No. Title Credits

PRINT INSTRUCTOR'S NAME _____

STUDENT'S SIGNATURE _____ DATE _____

INSTRUCTOR'S SIGNATURE _____

CHAIRPERSON'S SIGNATURE (indicates departmental approval) _____

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, Department Chairperson, Instructor, Registrar, Student

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OFFICE USE ONLY:

_____ / _____ / _____ / _____
Course Prefix Section Credits Professor's Name

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. 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.