



Effective July 1, 2022

## 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 be offered in the current semester, 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 "Registrar" website, 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.



INDIVIDUALIZED INSTRUCTION APPLICATION

STUDENT INFORMATION:

Student ID: \_\_\_\_\_ Check One:  Undergraduate  Graduate

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Term: Select One: Fall 20\_\_\_\_ Winter Session 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Session \_\_\_\_\_

Registered credit hours for selected term: \_\_\_\_\_ Total earned credit hours: \_\_\_\_\_ Off-Campus F2F

Expected Graduate Date: \_\_\_\_\_

Requesting Individualized Instruction for:

Course Subject	Course Number	Course Title	Credit Hours
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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Attach your degree Works Audit for this applicant)

To be completed by the student's advisor:

Last time course was offered

Yes  No Is this course required for graduation?

Yes  No Will the course be offered before the student's expected graduation date?

Yes  No Are there suitable substitutions for the course?

Why is this course needed as an individualized instruction this semester?

Advisor and Instruction Review:

Advisor's Name (Please Print) \_\_\_\_\_ Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Name (Please Print) \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Send completed form to the Dean of your College for review and approval.

**Department Chairperson and Dean Review:**

*(Per CBA Article 26.B.5: Management will not approve nor shall a faculty member accept students for more than (9) workload hours of individualized instruction per semester/session.)*

**The signature below reflects approval and compliance with the CBA:**

\_\_\_\_\_  
Department Chairperson Name (Please Print)

\_\_\_\_\_  
Department Chairperson Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Name (Please Print)

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date