

---

# INDIVIDUALIZED INSTRUCTION APPROVAL

When a student must enroll in a course during a semester that does not appear on the schedule, a request may be made to complete the course requirements through individualized instruction. Permission is subject to approval by the Dean of the college or his/her designee.

Please type or print firmly

- A. Status: Graduate student \_\_\_\_\_ Undergraduate student \_\_\_\_\_
- B. Proposed semester/session: Year \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Early Session \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_
- C. Student Information:
1. Student's Banner Number: @ \_\_\_\_\_ Date Submitted to Faculty Member: \_\_\_\_\_
  2. Student's Name: \_\_\_\_\_  
First name MI Last name
  3. Student's Mailing Address: \_\_\_\_\_  
Number and Street City State Zip
- D. Course Information:
1. Course: \_\_\_\_\_  
Dept Number Section CRN # Course Title Credits
  2. Is this course also on the schedule as a CLASSROOM COURSE during semester/session requested? \_\_\_Yes \_\_\_No  
Note: If response is "yes" additional approval from APSCUF President is required.
- E. Rationale and Plan of Study: (Faculty Member of Record: Please answer the following questions on a separate sheet of paper.)
1. Why is the student requesting permission to take an individualized instruction course?
  2. What procedure will be used to accomplish the course objectives?
  3. How will the coursework be evaluated? What published or printed materials will you use?
  4. Use for special purpose i.e. liberal studies elective, writing intensive, Honors College, non-western, etc.?