REQUEST FOR INDIVIDUALIZED INSTRUCTION OR INDEPENDENT STUDY
SHIPPENSBURG UNIVERSITY

INSTRUCTIONS

You may apply for **individualized instruction** when you need to take a regular course during a semester in which the course is not offered. These courses are generally restricted to students who have completed a substantial portion of their degree program and who need the particular course to complete their degree requirements.

Independent study must include some new experience of inquiry, evaluation, and/or creative activity. This experience must be one which is not available through an established course, including individualized instruction.

You must be in good academic standing to apply for individualized instruction or independent study. The course may not be used to repeat or replace a course in which a grade of "D" or "F" was earned. To apply, you must first find a faculty member who is willing to work with you on an individual basis. Complete Part I of this form and have the faculty member submit it for approval. A syllabus must be attached showing course requirements, tentative schedule, and method of evaluation to be used. **This form will not be processed without a syllabus.**

PART I (to be filled out by student and signed by advisor or department chair):

Student Name: _____ Student ID Number:_____

☐ Undergraduate ☐ Graduate Major: _____

Requesting (check one): ☐ Independent Study
☐ Individualized Instruction _____
(Course number and title)

Year: _____ ☐ Fall ☐ Spring Summer ☐ III ☐ IV ☐ V Number of Credits: _____

Please provide detailed justification for request: _____

_____

_____

Student's Signature: _____ Date: _____

Advisor or chair: _____ Date: _____

PART II (to be filled out by department and college offering the course):

☐ Syllabus attached _____ Date: _____
(Faculty Member Signature)

☐ Approved ☐ Denied _____ Date: _____
(Department Chair's Signature)

☐ Approved ☐ Denied _____ Date: _____
(College Dean's Signature)

☐ Approved ☐ Denied _____ Date: _____
(Graduate Dean's Signature)

☐ Approved ☐ Denied _____ Date: _____
(Associate Provost's Signature)

Course Code: _____ Entered by: _____ Date: _____