REQUEST FOR OFFERING INDIVIDUAL PROBLEMS AND RESTRICTED ENTRY CARD

Montana State University
Office of the Registrar

The Department/School of __________________________ requests permission to offer the following INDIVIDUAL PROBLEM during the __________________________ term __________________________

FOR:

Student's Last Name __________________________
First Name __________________________
Middle Initial __________________________

Student ID# __________________________

Subject Abbr. Course Num. Section Num.
Title of Problem* __________________________ Credits** __________________________
Instructor's Name __________________________

*Only generic title "Individual Problems" will appear on student's permanent record.
*See below for required documentation.
**Be specific as to the number of credits; do not list as 1-5.

Circle One:
Summer term only: F 6  I 6  L 6  All

APPROVED:

Department Head or Director __________________________ Date __________________________
Instructor's Signature __________________________

Fill out in duplicate; take both requests to the department offering the course for approval. If approved by the department head, the student may then register for the individual problems by bringing the original form to the registrar's office or the registration site. Turn a copy into the department.

*REQUIRED DOCUMENTATION

Requests by students for Individual Problems must be accompanied by a written proposal describing the exact activities to be engaged in for the credits. The proposal must be presented to the instructor for review. If approved by the instructor, a statement must be attached by the instructor indicating the process to be used for evaluation of the student's achievement and assignment of grade. Such documentation will be retained in the departmental office and must be available to the college dean, or Vice President of Academic Affairs upon request.