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#: ______________________ __________

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:  F6    I6     L6    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.