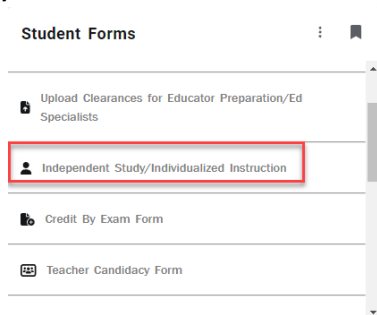# Independent Study and Individualized Instruction Form

Last edit date: 8/24/2024

Students can submit a request to earn credits for a course through Independent Study/Individualized Instruction. The student fills out the necessary portion of the form and submits it for approval. Before completing this form, make sure to discuss this option with your advisor and instructor who will oversee and evaluate your work.

NAVIGATION -

- Log into RamPortal – **ramportal.wcupa.edu**
  - The RamPortal Home Page Navigation provides basic navigation instructions.
- Locate the **Student Forms** card.
- Click on the **Independent Study** link.

- Read the instructions carefully and be clear on the description of your request, attaching any documentation that will help the department decide that your request is valid.

- The boxes with the red asterisk * are required fields. The EMPLID (Student ID), First Name, Last Name, and Email are populated automatically using your login information. **The Faculty Email is used for routing the form, so only enter one email accurately or it will not be processed.**

Student Information

EMPLID*	First Name*	Last Name*	Email*

Please provide the course information requested below:

Term*	Year*	Faculty Email*

Provide a brief description or rationale for the Independent Study/Individualized Instruction:*

Please make sure to include the full @wcupa.edu email address for the faculty member for proper routing of form.

- Upload documentation that will help clearly define and support your request.

Supplemental Information

Please upload any supplemental documentation you feel necessary for this request. This is not required.

Attach Document

Please Note: If you receive the message "Upload Failed" when attempting to attach your document, please check the file extension. Only .jpeg/.jpg, .tff/.tiff, and PDF files can be accepted with this form. Images taken with mobile devices that are not converted to .jpeg/.jpg, .tff/.tiff, and PDF are not compatible with this form.

- Click the Submit button.

Submit

- You will receive an email confirmation in your WCU email account once the form has been processed.