



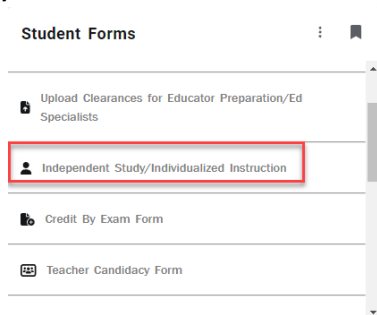
Independent Study and Individualized Instruction Form

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.

Instructions

Please complete all information on the form. Once submitted, it will be routed to the faculty member who will be supervising the Independent Study/Individualized Instruction. Once processed by the Registrar, it will be the student's responsibility to register for the course. This form must be completed prior to the end of the DROP/ADD period for the term in which the Independent Study takes place. Please refer to the undergraduate catalog for official policy on Independent and Individualized Instruction.

Before completing this form, make sure to discuss this option with your Advisor and Instructor who will oversee and evaluate your work.

If your semester credits exceed 18 you may be required to pay additional fees before registering for the course.

- 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.**

Commented [SE1]: @Krier, Jenna M I've completed this doc and am centering the screenshots, otherwise the format looks great!

Do we have instructions for faculty & staff to use this form as well?

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 .jpg/.jpeg/.tiff/.tif and PDF files can be accepted with this form. Images taken with mobile devices that are not converted to .jpeg/.jpg, .tiff/.tif, 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.