



REQUEST FOR INDIVIDUAL INSTRUCTION EE/CE/TE Graduate Program

Step 1 – To be completed electronically by Student <i>PRIOR</i> to registration			Date of Request _____
Last Name _____	First Name _____	UTD ID _____	
Semester _____	Year _____	E-mail _____	
Instructor _____	Course _____	Credit Hours _____	
I am available for face-to-face instruction <i>If No, you are not eligible for Individual Instruction; no further action.</i>		Yes	No
My overall GPA is 3.0 or better <i>If No, you are not eligible for Individual Instruction; no further action.</i>		Yes	No
Is course instructor a full-time ECE faculty or an ECE affiliate? <i>If No, you are not eligible for Individual Instruction; no further action.</i>		Yes	No
(Routing Instruction: If eligible for Individual Instruction, email this form to the Instructor)			
Step-2 To be completed by Instructor			
Course Title: _____			
Course Description: 			
Evaluation and Assessment Requirements: 			
Step 3 – Signatures and Approvals			
I, _____ agree with the Course Description and Assessment Requirements as described above; and I acknowledge that only three (3) credit hours of Individual Instruction count towards my degree plan.			
_____	_____	_____	_____
Student Signature	Date	Instructor Signature	Date

Instructions: This completed form must be emailed to ecegradprogram@utdallas.edu along with a **registration add/drop form** (provide course prefix & number, instructor and credit hours). (Graduate students working on internship assignments will have to meet instruction rules as set by IPP and ISSO).