



REQUEST FOR INDIVIDUAL INSTRUCTION EE/CE/TE Graduate Program

Step 1 – To be completed by Student *PRIOR* to registration

Date of Request: _____

Last Name: _____ First Name: _____ UTD ID: _____

Semester: _____ Year: _____ e-mail: _____

I will be available for face-to-face instruction YES NO

If no, you are not eligible for Individual Instruction; no further action.

Instructor: _____ Credit Hours: _____

(Routing Instructions: e-mail to Graduate Program Office eegrad_assist@utdallas.edu for Step 2)

Step 2 – To be completed by Graduate Program Office

Is this course eligible for fulfilling degree requirements? YES NO

If no, please inform student by e-mail; no further action.

Course Number: _____

(Routing Instructions: e-mail to Instructor for Step 3,
cc: Student with instructions to set up appointment with instructor for Step 4.)

Step 3 – To be completed by Instructor

Course Title: _____

Course Description:

Evaluation and Assessment Requirements:

Step 4 – Signatures and Approvals

I agree with the Course Description and Assessment Requirements as described above:

Student Signature

Date

Instructor Signature

Date

Instructions: This completed form must be processed *with the registration form* in the Electrical Engineering Graduate Program office. (Graduate students working on internship assignments will have to meet instruction rules as set by IPP and ISSO.)