



REQUEST FOR INDIVIDUAL INSTRUCTION EE/CE/TE Graduate Program

Step 1 – To be completed electronically by Student *PRIOR 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 Yes No
If No, you are not eligible for Individual Instruction; no further action.

My overall GPA is 3.0 or better Yes No
If No, you are not eligible for Individual Instruction; no further action.

(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).