

## Individualized Course Form

1. Student - Complete the Student Information section
2. Faculty member – **Attach** Course Information, and a syllabus with (a) course objectives/learning outcomes, (b) expectations regarding reading paper/paper/projects (c) weight of assignments for determining grades, and (d) due dates of assignments.
3. Route through remaining approval queue. Signatures must be obtained in the order listed.
4. Student – After approval, you will receive an email with the CRN and instructions for enrolling in the course via Wolf Web.

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Is there an international component to this course?  Yes  No  
**If yes, student MUST** obtain necessary forms from Study Abroad and International Exchanges Office, Maaske Hall, 503-838-8338, e-mail: [global@wou.edu](mailto:global@wou.edu)

### Course Information

Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

# of Credits: \_\_\_\_\_  On-Campus  Online  Distant Delivery  Location \_\_\_\_\_

Term/Year \_\_\_\_\_ Special Course Fee (if any) \_\_\_\_\_ Grading Method:  A-F  P/NC  S/NC

#### Course Type:

- Directed Study of an existing course taught by special arrangement:** Existing course name/number for a student who cannot enroll in a regularly scheduled section.
- Capstone/Senior Project/Thesis:** Senior project, supervised by a faculty member (NOT HONORS),
- Field Study/ Research:** Field study or research led by a faculty member (NOT HONORS).
- Independent Study, or Specialized Individual Study:** Course, developed in consultation with a faculty member, whose content is not available in the regular schedule.
- Internship or Practicum:** Work experience with educational goals and direct supervision by the employer, developed with a faculty advisor.
- Professional Project:** Professional paper/project guided by faculty advisor and a committee.
- Thesis:** Student-initiated research guided by a faculty advisor with a second reader, at the graduate or undergraduate level.
- Teaching Assistant:** Assistant for a specific course, with learning objectives for the teaching assistant

### Approval Signatures:

Instructor Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature (COE Only): \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature (LAS only): \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In-Load  Out of Load (Bankable – Hours \_\_\_\_\_)  Honors

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Registrar's Office Use Only:

CRN: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Student Emailed  Faculty Emailed