



# 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

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

Yes

No

My overall GPA is 3.0 or better

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

Yes

No

Is course instructor a full-time ECE faculty or an ECE affiliate?

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

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