Western Oregon UNIVERSITY
Office of the Registrar

Individually Designed Course

Directions

- Student – Complete **Section 1: Student Information**.
- Instructor – Complete both pages of **Section 2: Course Information** and attach a syllabus that includes: (a) class objectives/learning outcomes, (b) expectations regarding reading/paper/projects, (c) weight of assignments for determining grades, (d) due dates of assignments, and (e) grading scale.
    - Route through the remaining approval queue. Signatures must be obtained in the order listed in **Section 3: Signatures Required**.
    - Dean's Office - Email the completed form as a PDF file to **Catalog and Scheduling**.
- Student – Once your form is processed, you will receive an email from Catalog and Scheduling with the CRN and instructions. You will complete your registration through Experience.
- If you have any questions or require assistance, **email Catalog and Scheduling** or call 503-838-8327.

Section 1: Student Information

Student ID: _____ Student Email: _____@wou.edu

Last Name: _____ First Name: _____

By signing this document, I acknowledge that I am financially responsible for the tuition and fees associated with the course. I acknowledge that it is my responsibility to be aware of deadlines for adding/dropping/withdrawing from courses.

Student Signature: _____ Date: _____

Section 2: Course Information

Term/Year: _____ Subject & Course #: _____ # of Credits: ___ Part of Term: _____

Course Title: _____

Course delivery (**select one**) ◯ On-Campus ◯ Off-Campus ◯ Online

Grading Method (**select one**) ◯ Letter-Graded ◯ P/NC

Will this course meet a degree requirement for the student? ◯ Yes ◯ No

Is there an international component to this course? ◯ Yes ◯ No

Course Type *(This section continues onto the next page.)*

☐ **Internship: supervised field or research experiences (excludes student teaching).** This category may be used for any supervision that requires varying amounts of instructor supervision per week over the term.

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☐ **Category I**: Instructor provides an average of three-quarters of one hour per week of activity with each individual supervised student.

☐ **Category II**: Instructor provides an average of one hour per week of activity with each individual supervised student, or in liaison with agency personnel.

☐ **Category III**: Instructor provides an average of one and half hours per week of activity with each individual supervised student or in liaison with agency personnel.

☐ **Individualized mentored faculty research.** This category is restricted to supervision as a primary technique of instruction in requiring of the instructor an intensity of supervision resulting in an average of one and one-half hours per week with each supervised student.

☐ **Directed study by arrangement.** Directed study taught by arrangement is a section of a regular course that a faculty member agrees to provide for individual student(s) resulting in an average of one hour per week of faculty contact per credit.

Was this course offered in the current academic year? ◯ Yes ◯ No

Will this course be offered in the next two academic terms? ◯ Yes ◯ No

☐ **Specialized Individual Study.** Specialized study is a course proposed and developed by the student with guidance from a faculty member from the division, department, or program the content of which is not available in regularly scheduled institutional offerings, resulting in 30 minutes of faculty contact per week per credit.

Section 3: Signatures Required

Instructor Name (printed): _____ Date: _____

Instructor Signature: _____ Date: _____

Division Chair Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Registrar: Office Use Only

☐ SSASECT ☐ SIAASGN ☐ SFASRPO

☐ Notified Faculty/Student

Received by & Date: _____

CRN: _____

Processed by & Date: _____