



INDIVIDUALIZED INSTRUCTION PLACEHOLDER APPROVAL FORM

A placeholder course (INDP-201, 202 or 203) will be added to the course schedule for the approved number of credit hours pending completion of official paperwork (including syllabus for non-internships). All official paperwork for directed/independent study is due no later than the last day of the add/drop period for the term. The deadline for fall internships is July 1 and October 1 for Spring internships.

TERM/SEMESTER: Fall _____ Spring _____ Summer _____

DATE SUBMITTED: _____

STUDENT NAME: _____ ID#: _____

INTERNSHIP (INDP-201 placeholder)

Have you completed the Application for Internship Credit Form? <https://forms.wvwc.edu/201184927756968>

Yes ____ If NO, see below

If you have not completed the application for internship credit form, you must obtain approval to add a placeholder course

Credit Hours _____

Signature of Director of Experiential Learning _____

DIRECTED/INDEPENDENT STUDY

Directed Study - INDP-202 [Catalog Course # _____]

Independent Study - INDP-203 [Topic of study _____ Dept _____]

Credit Hours: _____

Reason for the request (required):

Faculty Sponsor Approval _____

Academic Unit Leader _____

Provost/Assoc Provost Approval _____

Student Signature _____

If approved, I understand that all final paperwork must be submitted and approved no later than the last day of add/drop for the term. Failure to do so will result in the placeholder being dropped. Return the form to the Academic Services Office.

Processed by _____ Date _____

Office: (304) 473-8046 Fax: (304) 473-8531 Email: registrar@wvwc.edu Location: 1st Floor Lynch-Raine Administration Building