Policy Number: 78-1
Last Revised: 03/12/02

DIRECTED / INDEPENDENT STUDY

I. Purpose:

Under certain conditions, students may take a directed or independent study course. These courses are intended to allow students to explore academic areas of special interest for which there is no provision in the existing program of required curriculum; however, it is recognized that on occasion, this type of course will be used to substitute for a regular course, should the need arise.

II. Eligibility:

Directed study is available to all matriculated undergraduate students and independent study is available to matriculated junior, senior and graduate students. Except under unusual circumstances, as determined by the student's department, University Core requirements will not be earned using this type of study.

III. Requirements:

Independent Studies are approved through the department in which the sponsoring faculty member is associated and requires both the department chair and the instructor's approval. Prior to approval, the student and faculty meet and arrange a specific program of study and regular one-on-one conference times. The program of study and the conference times must total thirty (30) hours of study and contact hours for every one quarter of credit taken (See Policy #79-2).

IV. Process:

After conferring with the department, the student obtains a ***Directed/Independent Study Form*** from the Office of the Registrar. The form must include the subject code and course number, the title, a description of the specific program of study, the appropriate signatures and other needed information, e.g., satisfies "academic program requirement"; satisfies "core requirement", as listed on the form. The completed form is forwarded to the Office of the Registrar where the scheduling specialist will create the directed/independent study, register the student, notify the department, notify the student and file the course information in the student's academic file.

V. Course Numbering:

Each undergraduate department will list the numbers 296 and 396 as Directed Study and 496 as Independent Study in the *Catalog*. Each graduate department will list the number 596 as Independent Study and the Educational Leadership department will list the number 696 as Independent Study.

These courses will be listed in the Catalog as 1-5 variable credits for the undergraduate level and 1-3 variable credits for the graduate level.

For policy on other unique numbering of courses, such as Special Topics, see Policy #97-2

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