

GGSON Undergraduate Program Handbook

SON OP 30.235 - Independent/Individual Studies Courses

PURPOSE A formal agreement assures both student and faculty member a clear understanding of the expectations in the independent/individual studies process.

REVIEW This handbook shall be reviewed by the Associate Dean by September 1st of even numbered years in collaboration with the Curriculum Committee. Final approval of the GGSON Undergraduate Program Handbook is granted by the Dean.

POLICY/PROCEDURE

The course entitled Independent/Individual Studies is available to individualize student learning. The faculty member responsible for functioning as the independent/individual study mentor develops a formal agreement with the student who registers for an independent/individual study. The assumption is that a student who contracts for an independent/individual study will complete that contract within the semester in which he/she registers for the independent/ individual study. If the student or faculty member believes that it will take longer than one semester to complete the independent/individual study, then the student should either contract only for those credit hours that can be completed in one semester or plan to re-enroll in the independent/individual study until it is completed (receive a grade of PR).

1. Student and faculty discuss and agree upon an independent/individual studies course. This information is placed on an independent/individual studies agreement form.
2. Copies are distributed as stated on the form.
3. The student registers for an independent/individual studies and pays tuition when the independent/individual studies contract is initiated.
4. At the completion of the independent/individual studies, the criteria and means for validating evaluation data submitted by the student and the grade earned are distributed to:
 - a. student file,
 - b. contracting faculty,
 - c. student,
 - d. Associate Dean.
5. Grading for an independent/individual studies is in keeping with the Grading Practices Policy.
6. The Associate Dean maintains the official independent/individual studies course files.

Developed: TLL:cm 4/82

Revised: UPC/bs 03/08

Reviewed by GGSON: 04-26-2012