

SUBJECT: Individual Study

DATE: July 2018

PURPOSE: To provide a detailed explanation of the process used to complete a student grade appeal. Related OP: [34.18; COHS Independent Study Template](#)

REVIEW: The policy will be reviewed when changes are made to the process or related OPs.

PROCEDURE:

On occasion a student may wish to study a topic that is not directly covered by an existing organized course. In order to meet this need, the student may enroll in an individual study course (also referred to as independent study, problems, or research). These courses may have variable credit and are typically 2000, 4000, 5311, 7000 designations. Departments may have additional individual studies course specific to their area.

Students must have instructor permission to enroll in an individual student course. The student should approach the faculty member with which they would like to study to discuss the project and finalize learning outcomes and course expectations. A faculty member may decline to work with a student if there are issues with available time, applicable expertise, or project appropriateness.

If the faculty member agrees to work with the student, The [COHS Independent Study Template](#) must be completed. This form serves as the course syllabus required by the Coordinating Board ([OP 34.18](#)). The grade for the course will be based on the individualized expectations stipulated in this document. The completed form should be presented to the student's academic department which will then authorize the registration.

A copy of the completed COHS Independent Study Template will be retained in the departmental academic files until the course is completed and the grade submitted (or longer based on departmental policy).

DOCUMENTS INCLUDED

[OP 34.18 Individual Study for Off-campus Courses](#)

[COHS Independent Study Template](#)

Reviewed July 2018