

From the CURRICULAR POLICIES AND PROCEDURES HANDBOOK, *CSU Academic Affairs and Office of the Provost*:

INDEPENDENT STUDY

Guidelines

- A. That each department have a written policy on independent study.
- B. That said policy address the philosophy and purpose of independent study.
- C. That the policy designate and limit:
 - 1) the maximum number of independent study credits allowed toward the satisfaction of degree or certification requirements;
 - 2) the number of independent studies credits allowed within the major;
 - 3) the total number of independent studies a student may take per term within the department;
 - 4) the total number of independent studies credits that may be taken in other departments as part of the allowable electives; and
 - 5) qualifications for entry into independent study.
- D. That the policy designate approved grading options for independent study.
- E. That each department maintain a procedure for instructor and department head approval of independent study, and this procedure include a required, written statement of the objectives, goals, and tasks entailed in the study, or require a written report at the termination of the study.

Independent study is a type of learning that supplements regular, supervised classroom instruction by permitting the student to carry such learning even further, working independently under necessary and sufficient guidance of a supervising instructor. While details of each independent study project are negotiated by the student and instructor, the expectation is that at least three hours per week of directed effort on the student's part is required for each credit. Personal contact (face-to-face, via telephone or Internet, or by other forms of communication) is expected.

When a student registers for an independent study (-94, -95) course, the instructor and the student shall specify in writing the requirements the student shall fulfill to complete the course, including due date, contact expectations, number of credits, and other pertinent information. Instructor, student, and department head shall sign this statement, and each shall retain a copy. Upon completion of the project, a copy or description of the work involved shall be retained in the department for at least seven years.