

**Approval Form for Individualized Study in a University Course Line**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
*Last/First/Middle Initial*

Contact Information (Phone or Email): \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Catalogue Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Credit Units: \_\_\_\_\_ Faculty Mentor: \_\_\_\_\_

Grading System: P/F or Letter Grade (For Graduate Courses Only. All Undergraduate Courses are P/F.)

**Description of Project, Outline of Activities, Procedures, Content, and/or Other Requirements:**

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**Time Line: Indicate specific goals or deliverables to be completed during the time periods indicated, along with any other conditions or restrictions.**

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**I have read, understand, and agree to the Individualized Study Policy and agree to the conditions described above.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals:**

Faculty Mentor/Director of Study: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor (Graduate Courses Only): \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

## CEFNS Individualized Study Policy and Procedures

Students are encouraged to gain experience in their chosen field(s) by undertaking educational experiences outside of regular class work by pursuing credit for individualized studies. Academic credit for this work is offered through University Course Lines that can be offered under the course prefix of the supporting unit in which the experience is offered. **The Grading System for undergraduate course lines is Pass/Fail (P or F) only.**

**Graduate course lines may be offered as Graded or Pass/Fail courses, depending on department policy.**

The university course lines available for individualized study, their course titles, and the maximum allowed credits for each are listed below:

<u>University Course Lines*</u>	<u>Course Titles**</u>	<u>Maximum Allowable Credits***</u>
XXX 408	Fieldwork Experience (Internship)	12
XXX 485	Undergraduate Research	6
XXX 497	Undergraduate Independent Study	6
XXX 608	Fieldwork Experience	12
XXX 685	Graduate Research	6
XXX 697	Graduate Independent Study	3

\*XXX denotes the course prefix (e.g. AST, BIO...).

\*\* A course fee may be required for registration in these courses.

\*\*\* Departments may limit the number of credit hours that can be taken in any instance and that can be used towards meeting major or minor requirements. Check with your major or minor department on its policy.

**Approval Procedure:** Each student registering for credit for independent study, research, or field work is required to secure prior approval by completing the Approval Form for Individualized Study and securing the approval and signatures of the appropriate faculty mentor/director of study, the faculty advisor of the student, and the department chair. Students must discuss the potential work with the faculty mentor/director of study and come to an agreement on expectations prior to submitting the approval form, which must describe the project and detail the expectations, goals, and deliverables. An on-campus faculty mentor is required if the director of study is off campus.

**Time Requirements:** Arizona Board of Regents policy requires the student to spend the equivalent of three hours per week per credit hour for 15 weeks of directed study, research, or reading. Students should keep a log of time spent, usually in their project notebook. For example, a one-credit individualized study course requires a minimum of 45 clock hours of work, but departments may require more.

**Departmental Conditions or Restrictions:** Departments may require that each student enrolled in individual study, research, or reading keep a project notebook which should include a log of time spent and progress on the project. It is the student's responsibility to check with the sponsoring department to determine its policy and if a project notebook is required. It is the student's responsibility to present this notebook to and/or meet regularly with the faculty member directing the project as required by the departmental policy. Departments may also require that a documented final report must be approved by the faculty project director and the department chair prior to the end of the final examination period before a grade will be given. Departments may limit the number of credit hours that may be used towards meeting major or minor requirements. While these and other restrictions should be specified in the approval form, it is the student's responsibility to know departmental policy and any conditions or restrictions that apply in advance.

**In Progress and Incomplete Grades:** These grades are for special situations only. If the student has regularly checked with the project director and the project notebook is current, but the student is unable to complete the final phase of the project due to illness, equipment failure, or other circumstances beyond the student's control, an In Progress (IP) or Incomplete (I) grade may be given. For an Incomplete, the student and faculty member must complete an Incomplete Grade Contract and submit it to the department chair for approval. Please see the University policy for Incomplete/In Progress grades. These grades are not intended for students who have let their progress slide while doing other things. An "F" is the appropriate grade for this case.