

Independent Study

Policy

Exceptionally qualified students entering their third or fourth year may take a program of independent study provided it has been approved by the Department or Departments principally involved. A Department may approve an independent study program without permitting it to be counted toward a concentration in that Department. It is, consequently, the responsibility of students taking such programs to ensure that the concentration requirements for the degree will be met.

Procedure

Requests for such a program must be received by the Undergraduate Chair one month before the start of the first term in which the student intends to undertake the program. Requests must include: **i)** a detailed outline of the project/course, including its aims, the topics to be studied, and a preliminary list of readings; **ii)** the names of the faculty members supervising the project/course, including the principal coordinator; **iii)** the number of units for which the project/course is to substitute, based on an estimate of the amount of work and/or learning hours that the student is expected to invest in the project/course; and **iv)** the method by which the student's performance is to be evaluated, and the method by which the grade or grades will be assigned.

Note: If the independent study course is to be included as part of the student's concentration requirements, the request should indicate how this course will be counted (i.e. for which required course(s) this course will substitute).

The Undergraduate Chair, in consultation with the student and faculty members involved, propose modifications in the project, particularly with respect to the number of units to be assigned to it. The Undergraduate Chair may require an interview with the student.

If approved by the Undergraduate Chair the Undergraduate Office will forward the request to the Timetabling Office so that the course can be timetabled, and then add the student to the course.

Request for Independent Study

Student Name: _____

Student Number: _____

Department: _____

Date: _____

Supervisor(s): _____

Course code and units: _____

Term or Session: _____

(one of XXXX 594/3.0, 595/6.0, 596/12.0, 597/18.0,

598/9.0)

Project/course outline (to include aim of independent study, topics to be studied, list of readings, study period, method of evaluation, make-up of final grade, deadline for final report/exam):

Signatures:

I agree to supervise this independent study program and provide the final grade:

Professor Name _____ E-mail _____

Professor Signature _____ Date _____

I agree to co-supervise this independent study program (if two supervisors):

Professor _____ Date _____

I agree to the terms and deadlines outlined above:

Student Name _____ Student Number _____ Date _____

Student Signature _____ E-mail _____ Date _____

Departmental Approval:

Department Head or Chair of Undergraduate Studies _____ Date _____

Request to Timetabling Office:

Course _____ Term _____
Date sent _____

Cc: Department