



Policy and Procedure

SON OP 30.110 - Independent/Individual Studies Courses Policy

PURPOSE The purpose of the School of Nursing Independent/Individual Studies Courses Policy and Procedure. A formal agreement assures both student and faculty member a clear understanding of the expectations in the independent/individual studies process.

REVIEW The policy will be reviewed biennially by September 1 of each even numbered year by the applicable Associate Dean with recommendations for revisions forwarded to the Dean of the School of Nursing.

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 appropriate Associate Dean maintains the official independent/individual studies course files.