

**3364-71-25** **Independent study courses.****(A) Policy statement**

An independent study is an individualized, faculty-supervised learning experience that gives students an opportunity to explore knowledge and skills not otherwise represented in regular curricular offerings. Independent study experiences are expected to adhere to all university academic policies with regard to grading, the awarding of credit hours, faculty involvement, and other relevant policy areas. This policy applies to any individualized, faculty-supervised learning experience regardless of its particular course title or designation.

**(B) Purpose of policy**

This policy defines the requirements for independent study experiences.

**(C) Scope**

This policy applies to all undergraduate and graduate students pursuing independent study experiences at the university of Toledo (“UT”).

**(D) Procedure**

All independent studies must be documented by a learning contract, between the student and the supervising faculty member that has been approved at the department or program level. This document must be in place and on file with the department or program before a student can be allowed to register for an independent study course. The document must specify:

- (1) Learning outcomes for the course.
- (2) The number of credit hours (consistent with rule 3364-71-23 of the Administrative Code).
- (3) The academic term in which the course will take place.
- (4) The number and length of meetings between student and faculty.
- (5) Assigned readings.
- (6) Parameters for projects and assignments.

(7) Forms of assessment and their relative weights.

(8) Grading system to be used for the course.

By signing this learning contract, the faculty member agrees to deliver the educational experience promised therein and to hold the student accountable to the requirements of the course.

If the independent study is to be used as credit towards the requirements of a degree, this should be entered into the student's program of study/degree audit.

Effective: 8/1/2019

CERTIFIED ELECTRONICALLY

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Certification

07/22/2019

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Date

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