



## INDIVIDUAL STUDY PROPOSAL FORM

Please complete this form and obtain signatures of approval BEFORE registering. Return the form to the Academic Advisor for the Department Environmental Science in Shantz 424. This form is for department records and is used to assign a grade at the end of the semester. If your proposal is approved, the Academic Advisor will register you for Individual Study. Please print legibly; illegible forms cannot be processed.

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Student Phone # \_\_\_\_\_ Student E-mail \_\_\_\_\_

**Course Number (circle one)**

<i>Preceptorship</i>	191	291	391	491	591	691	791	
<i>Directed Research</i>			392	492				
<i>Internship</i>	193	293	393	493	593	693	793	
<i>Practiculum</i>	194	294	394	494	594	694	794	
<i>Workshop</i>			397	497				
<i>Senior Capstone/Honors Thesis</i>				498/H				
<i>Independent Study</i>	199	299	399	499	599	699	799	
<i>Research</i>								900
<i>Master's</i>								909
<i>Report</i>								910
<i>Master's Thesis</i>								920
<i>Dissertation</i>								

Number of Units \_\_\_\_\_ [the standard is 45 hours of course work for each unit of credit awarded.]

Semester \_\_\_\_\_ Year \_\_\_\_\_

Project Advisor \_\_\_\_\_

Project Title \_\_\_\_\_

Estimated hours per week Student will spend on project \_\_\_\_\_

Estimated Project Advisor/Student contact hours per week \_\_\_\_\_

Attach a description of the project, including anticipated product (see policy #5):

**SIGNATURES:**

**Required:**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT ADVISOR \_\_\_\_\_ DATE \_\_\_\_\_

**Suggested:**

DEGREE ADVISOR \_\_\_\_\_ DATE \_\_\_\_\_

DEPT. HEAD \_\_\_\_\_ DATE \_\_\_\_\_



## Policies for Individual Study

*Updated with policies & guidelines approved by Faculty Senate, 5/5/08; with link to Honors Guidelines, 5/19/09*

1. **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
2. **The number of credits of Individual Study** must lie within the approved credit range listed in the catalog course description.
3. **The content of an Individual Study course** must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.
4. **Departments and programs must have an Individual Study proposal form** modeled on this approved template that is to be completed when the student enrolls in the course or at the beginning of the term.
5. **For an undergraduate Individual Study course**, the instructor or project advisor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.
  - a. **All proposal forms and project plans** must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.
  - b. **At the end of the term**, or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of outcome form with the instructor's signature should be filed in the department or program office when the course grade is submitted.
6. **If students are paid in association with an Individual Study course**, academic credit can be awarded only for faculty-approved academic work as defined by department policy.
7. **If registration for an Individual Study course occurs after the twenty-first day** of the regular semester, after the first two days of Winter Session or Pre-session, or after the first week of a Summer Session, the department head (or designee) must sign the Change of Schedule form, in addition to the instructor.
8. **If a grade of Incomplete is awarded** for an **Individual Study** course at the end of the term, another Project Advisor must be identified who agrees to evaluate the student's work, should the original Project Advisor become unavailable.

## Guidelines for Individual Study

1. The student should have a specific proposal or project in mind when requesting an Individual Study course.
2. **University Honors students** requesting Honors Individual Study and the faculty who agree to supervise them should consult the Guidelines for Honors Independent Studies (<http://www.honors.arizona.edu/HonorsAcademics/Policies/IndvStudies.htm>) as endorsed by the Undergraduate Council, 4/7/2009.
3. The enrollment fee for Individual Study credit is calculated at the same rate as for other credit courses.
4. Students should enroll within the first three weeks of the Fall and Spring Semesters or immediately after the beginning of Winter or Summer Sessions. Students must complete the required 45 hours of course work per credit unit before the last day of the term. The last day to register for Individual Study in Fall and Spring Semesters without incurring a late charge is the same as for all other courses; see <http://www.bursar.arizona.edu/students/fees/census> and [http://www.bursar.arizona.edu/students/fees/late\\_charge.asp](http://www.bursar.arizona.edu/students/fees/late_charge.asp).