

Policy on Independent Study

1. The professor teaching an Independent Study course/project will typically be a full-time faculty member.
2. Adjunct faculty, who have taught for the department in the past and are recommended by student's Training/Program Director, may teach an Independent Study.
3. **STUDENTS** should initiate requests for an Independent Study to the faculty member with the expertise in the content area, after consulting with their advisor/mentor and Training/Program Director.
4. Under no circumstances will an Independent Study/Project be offered in a semester, in which a section of the course is running, UNLESS, the enrollment numbers are such that the course is not jeopardized, or full/pro-rated summer pay is not reduced for the professor teaching the regular section.
5. Similarly, an Independent Study will not be offered in the semester/summer before the regular offering of a course, UNLESS, as in 4 above, enrollment numbers are not a concern, since the course typically has strong (over 12) enrollments.
6. The decision to offer an Independent Study is a **voluntary** choice to be made by the individual faculty member.
7. Students will know from the start that a grade of INCOMPLETE will only be approved in the event of serious unforeseen events.
8. The Chair will review the application for an Independent Study, which will require **SIGNOFFS by the Training/Program Directors**, indicating that the proposed course/project is in accord with items 1. through 6. above.