



Policy: Independent Studies and Private Tutorials

Effective: June 1, 2019

Policy Type: Administrative

Responsible Department: Academic Affairs Office

Policy: Independent studies and private tutorials are for-credit academic experiences available to students outside the regular schedule of course offerings, which must be approved by the school dean prior to the student's enrollment and for which students are charged a fee.

- 1.0 In unusual circumstances, students may enroll in a private tutorial to fulfill a degree program requirement they are otherwise unable to plan in their course schedule prior to graduation. The student meets regularly with the professor to learn new content and completes all the normal course requirements and assignments. Private tutorials appear on the student's transcript using the original course name and number. In addition to tuition, students are charged a fee for private tutorials.
 - 1.1 Private tutorials are not intended to replace degree-program requirements, including those needed by double majors, when a student can enroll in the course during an alternate semester.
 - 1.2 The syllabus for the original course is generally accepted as the syllabus for the private tutorial.
- 2.0 Independent studies are generally self-guided but supervised learning experiences for students who desire to pursue a topic in addition to or at a higher level than the classroom affords. These are unique courses of study not available through the regular curriculum. For example, students may select a topic or experience that will uniquely prepare them for employment or further study following graduation or to extend their current course of study. In addition to tuition, students are charged a fee for enrolling in independent studies. Independent studies are designated as such on the student's transcript.
- 3.0 Students requesting an independent study should prepare a proposal in consultation with the instructor of record then submit the proposal to the school dean who will consult as needed with the chair. Proposals must demonstrate assignments and a work load that approximate the normal classroom experience (coupled with out-of-class work).
 - 3.1 There should be stated learning outcomes and academic achievements to be pursued.
 - 3.2 Proposals must include a description of gradable academic work to be eligible for academic credit.
 - 3.3 The work load should be comparable in academic rigor to regular courses. This includes the generally accepted principle of two hours of work outside the regular classroom experience for every hour in class.
 - 3.4 There must be regular and ongoing faculty involvement (e.g., supervision, meetings, or substantial visits to monitor progress and the quality of the student's work).
- 4.0 The professor of record recommends the independent study or private tutorial. The dean gives final approval for the independent study or private tutorial. Approvals are forwarded to the Registrar's Office for enrollment in the independent study or private tutorial course.
- 5.0 Credit for Independent Studies may not be awarded following a learning or work experience (e.g., credit for a summer work experience that would be applied during a subsequent semester).
- 6.0 Students who believe they qualify for a fee waiver may complete the **Request to Waive the Independent Study/Private Tutorial Fee** form in consultation with their advisor then submit this form to the Academic Office.



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Application for Independent Study or Private Tutorial request forms are available on the campus portal.

Revision Process and History

- All revisions to the policy must be approved by the Chief Academic Officer.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template