AHS Independent Study Policies for Undergraduate Courses

All Independent Study Courses in AHS will meet the minimum requirements described in the following documents:

- Resolution 2012-11. On Minimum Requirements for Course Syllabi
- Independent Study Task Force Recommendations (April 10, 2012)

All Independent Study courses in AHS will meet the University requirements for course syllabi, course numbers, credit hours, learning contracts, faculty involvement, number of students per faculty member, registration, and oversight by AHS Divisions or Department.

Course Syllabi

Course syllabi will be retained for a period of 4 years and will include course identifiers, instructor identifiers, target audience, course prerequisites, course goals and learning objectives, course requirements, dates, grades, course policies, course resources, honor code, time table and information on syllabus changes.

Course numbers

The following course numbers are designated for undergraduate independent study courses:

196,296,396 for Undergraduate Independent Study / Reading courses
496, 596, 696 for Undergraduate / Graduate Independent Study / Reading courses

No special course numbers have been designated for Graduate Independent Study coursers. The following numbers have been set aside for specific types of graduate courses:

- **700-899** Graduate level courses (Undergraduates may enroll with permission from department)
- **900-999** Graduate level courses for graduate students only
- **799** Graduate Experimental Offering
- **890-899** Graduate Special Topic
- **900-991** Graduate Research
- **992, 993** Master's Thesis
- **994** Doctoral Dissertation
- **995-999** Reserved for University Registrar

Credit hours

The University has adopted the Federal Definition of a Credit Hour. One semester credit hour equals not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks. For a three credit course, students should expect to devote a minimum of nine hours each week to each three-credit course. Though offered in a different format, the independent study course should involve learning outcomes equivalent to the same credit hours in a traditional lecture course within a Division.

Learning contracts

Learning contracts must include at a minimum, the information included in Appendix D of the Independent Study Task Force Recommendations (April 10, 2012). Additional examples of learning contracts are available from the AHS Academic Affairs committee.

The learning contract should include the method of evaluation. Undergraduate courses must include a final assessment (i.e. final examination) unless the Provost grants an exception. Division Directors, as

heads of instruction units must give permission for faculty to use nontraditional examinations such as portfolios of a semester's work.

Faculty involvement
Faculty members supervising an independent study must meet on a regular basis with each student pursuing an independent study under their direction. Contact between the faculty member and the student must be maintained throughout the course of the semester or summer session rather than merely at the beginning and end of it.

Number of students per faculty member
The number of students a faculty member may supervise during a semester or summer session should not exceed two. Exceptions to this restriction are described on page 7 of the Independent Study Task Force Recommendations (April 10, 2012)

Registration
Registration including the approval process must be completed no later than the last day of late registration.

Formal Approval Process

All new courses must be reviewed and approved by the Academic Affairs Committee (see Curriculum Change procedures).

The syllabi and learning contracts of existing independent study courses should be approved by the Director of the AHS Division or program in which the course is offered. If the Division Director is the faculty member offering the course, the syllabus and learning contract must be approved by the Chair of the Department of Allied Health Sciences. Divisions or programs in AHS may wish to appoint a faculty review committee to assist in the review of Independent Study course. If requested, the Academic Affairs committee will review proposed Independent Study courses, however, the responsibility for ensuring that the courses meets all the requirements and is consistent with the educational level and expectation of other courses in the Division is the responsibility of the Director of each Division or program.