**APPROVAL PAGE FOR PROPOSALS**

**Academic Affairs Council**

**Submission Information**

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| **Cheyney University Policy Number:** | AA 2010-1030 |
| **Policy Type:** | INDEPENDENT STUDY |
| **Approved by:** | Academic Affairs Council |
| **History:** | Revised 2-17-2009; Revised 10-8-2018 |
| **Related Policy(s):** | N/A |
| **Additional References:** | N/A |

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| **A: Purpose** | The purpose of this policy is to define the structure of an independent study course and the procedures for approval.  |
| **B: Scope** | This policy applies to all independent study courses.  |

**Rationale Information**

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| **D. Policy & Procedure(s)****Independent study** Independent studyallows the student to pursue a unique interest through a program of study not available in any other established course. Independent study courses allow students to deepen a specific interest in a particular academic discipline.  1. To be eligible for independent study, the student, the proposed project, and the faculty member must be approved by the department chair and the Dean. The application form must be submitted to the Registrar’s office to complete the registration process. Independent study is included as part of the student’s course load.
2. Special Study Assignment forms must be processed for independent study before the end of the add period of the semester in which the special study is undertaken by the student.
3. The faculty member will provide at least five (5) hours of instruction per semester hour upon the request of the student.
4. An Independent Study program within a department must be listed in the University catalog with an accompanying course description.
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| **Date Received from the AAC:** | 10/9/18 |
| **AAC Approval Date:** | 10/8/18 |
| **Provost Signature:** |  |
| **President Signature:** |  |