**Independent Study**

**Policy**
Exceptionally qualified students entering their third or fourth year may take a program of independent study provided it has been approved both by the Associate Dean (Studies) and by the Department or Departments principally involved. A Department may approve an independent study program without permitting it to be counted toward a concentration in that Department. It is, consequently, the responsibility of students taking such programs to ensure that the concentration requirements for the degree will be met.

**Procedure**
Requests for such a program must be received by the Office of the Associate Dean (Studies) one month before the start of the first term in which the student intends to undertake the program. Requests must include:

i) a detailed outline of the project/course, including its aims, the topics to be studied, and a preliminary list of readings;

ii) the names of the faculty members supervising the project/course, including the principal coordinator;

iii) the number of units for which the project/course is to substitute, based on an estimate of the amount of work and/or learning hours that the student is expected to invest in the project/course; and

iv) the method by which the student’s performance is to be evaluated, and the method by which the grade or grades will be assigned.

**Note:** If the independent study course is to be included as part of the student’s concentration requirements, the request should indicate how this course will be counted (i.e. for which required course(s) this course will substitute).

The Associate Dean (Studies) may, in consultation with the student and faculty members involved, propose modifications in the project, particularly with respect to the number of units to be assigned to it. The Associate Dean (Studies) may require an interview with the student.

If approved by the Associate Dean (Studies), the Faculty Office will forward the request to the Timetabling Office so that the course can be timetabled, and then add the student to the course.

**Request for Independent Study**

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<th>Student Name:</th>
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<th>Department:</th>
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<th>Supervisor(s):</th>
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<th>Course code and units:</th>
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(one of XXXX 594/3.0, 595/6.0, 598/9.0 or 596/12.0)

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<th>Term or Session:</th>
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Project/course outline (to include aim of independent study, topics to be studied, list of readings, study period, method of evaluation, make-up of final grade, deadline for final report/exam):
Signatures:

I agree to supervise this independent study program and provide the final grade:

______________________________________________________________________________

Professor Name ___________________________ E-mail ________________

Professor Signature _________________________ Date ________________

I agree to co-supervise this independent study program (if two supervisors):

______________________________________________________________________________

Professor ___________________________ Date ________________

I agree to the terms and deadlines outlined above:

______________________________________________________________________________

Student Name ___________________________ Student Number ___________ Date ________________

Student Signature _________________________ E-mail ________________ Date ________________

Departmental Approval:

______________________________________________________________________________

Department Head or Chair of Undergraduate Studies ________________ Date ________________

Faculty Approval:

______________________________________________________________________________

Associate Dean (Studies) ________________ Date ________________

Request to Timetabling Office:

Course ___________________________ Term ___________________________ Date sent ________________

Cc: Department