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(s) principally involved. A Department may approve an independent study program without permitting it to be counted toward a Plan in that Department. It is, consequently, the responsibility of students taking such programs to ensure that the Plan 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 intended learning outcomes, the topics to be studied, and a preliminary list of readings;
ii) the name(s) of the faculty member(s) supervising the project/course, including the principal coordinator;
iii) the number of units for which the project/course will count, based on an estimate of the amount of work and/or learning hours that the student is expected to commit to the project/course; and
iv) the method by which the student’s performance is to be evaluated, including the make-up of the final grade.

Note: If the independent study course is to be included as part of the student’s Plan 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 and the method of assessment. 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 enrol the student in the course.

Request for Independent Study

Student Name: ___________________________ Student Number: ___________________________

Student E-mail ___________________________ Department: ___________________________

Supervisor(s): ___________________________ ___________________________

Course code and units: _________________ Term: ___________________________
(one of XXXX 594/3.0, 595/6.0, 598/9.0 or 596/12.0)
Project/course outline (to include aim and learning outcomes 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:

_________________________________________  ______________________________________
for Associate Dean (Studies)                        Date

Request to Timetabling Office:

Course  _______________  Term  _______________  Date sent  ______________________

Student enrolled  _______________  Date  ______________________

Cc: Department