

**Independent Study Request Form  
Faculty of Arts and Science**

**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:

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Professor Name	E-mail
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Professor Signature	Date
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I agree to co-supervise this independent study program (if two supervisors):

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Professor	Date
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I agree to the terms and deadlines outlined above:

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Student Name	Student Number	Date
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Student Signature	E-mail	Date
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Departmental Approval:

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Department Head or Chair of Undergraduate Studies	Date
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Faculty Approval:

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for Associate Dean (Studies)	Date
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**Request to Timetabling Office:**

Course _____	Term _____	_____
Student enrolled _____	Date sent _____	_____
	Date _____	_____

Cc: Department