



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

POLICY TITLE: Independent and Directed Study at the Undergraduate Level

OVERVIEW: This deals with the criteria required to take a course as an Independent or Directed Study.

OFFICE/DEPARTMENT RESPONSIBLE: Academic Advisement, Registration and Records

DATE UPDATED: 1/28/11

Independent Study and Directed Study are frequently confused with one another. Both offer the opportunity to study individually with an instructor on a contracted basis, but they differ in intent.

Directed Study is designed to be a substitute for a course that is needed for the student's program of study but is not offered in a particular semester. The material covered in such courses is essentially the same that is covered in the traditional course. Directed study is a possible option only when a course is not offered during the semester or session in which the student wishes to enroll.

Independent Study is intended to be an extension, or "spinoff," of an existing course. It provides the student with an opportunity to pursue/research a subject in more depth and in a more independent manner than would be possible in a traditional course.

At the undergraduate level, to be eligible for either Independent or Directed Study, you must have:

- A. **Upper-division status** (54 or more credit hours completed)
- B. **An established Brockport GPA** (you must have completed one semester at Brockport) and be currently matriculated at The College at Brockport.
- C. **A cumulative GPA of 2.00 or higher.**

There is one exception. If you're a lower division student (have completed fewer than 54 credits), you may register for a maximum of one Independent Study per semester, if you meet the other criteria listed above and obtain the approval of the department chair. You must support your request with a statement in which you demonstrate your ability to undertake the work and also explain the advantage of your taking an Independent Study as a lower-division student.

Lower-division students are not eligible for Directed Study.

General guidelines for Independent Study and Directed Study:

- A. Students may carry no more than two Independent Study courses in a regular semester and no more than one Directed Study course per semester.
- B. Students may carry no more than one Independent Study course and one Directed Study course during a summer session.

- C. Both Independent Study and Directed Study courses are only possible by arrangement and at the discretion of the instructor and/or the department. Please remember that these opportunities are a privilege, not a right. Also, be aware that the student may be expected to do this work with much less instructor supervision than is customary for a standard course.
- D. Independent Study courses will be designated as liberal arts (A) credit. Directed Study courses will be designated either as liberal arts (A) or as professional (B) credit depending upon the regular course's catalog entry.
- E. Credits earned in Independent Study courses may not exceed six credits per semester.
- F. Credit assigned for a Directed Study course will be set equal to the credit value of the regular course for which it is to be substituted.

Students can pick up and application for Independent and/or Directed Study (same form) at department offices or at the Office of Academic Advisement. For Independent Study, a **course outline and bibliography**, developed by you and your instructor, is required along with the Independent Study application form. Along with the Directed Study Application, you must submit a **statement** signed by the course instructor and your academic advisor, **justifying the request for a Directed Study course**.

To register for the course, you must submit the completed application with its supporting documents by the registration dates and deadlines for the relevant semester.