POLICY TITLE: Independent Study (at the Graduate Level)

OVERVIEW: An explanation of the requirements for and limits on enrolling for independent study courses at the graduate level.

OFFICE/DEPARTMENT RESPONSIBLE: The Graduate School

DATE UPDATED: Senate resolution #4: 1980-81, updated summer 2011

Independent Study

Independent study provides students the opportunity to study individually with an instructor on a contractual basis. This option requires the approval of a sponsoring instructor. Independent study course permit graduate students to pursue topics they studied previously in greater depth. A content outline for each independent study course is developed by the student and instructor-sponsor that suits the student’s needs and interest and aligns with the special competence of the instructor. To be eligible for independent study at the graduate level, a non-degree graduate student must: (1) have completed six credits of course work at the graduate level at The College at Brockport with minimum grades of “B” in each course; and (2) be able to demonstrate adequate background for the area of independent study. A graduate student enrolled in a degree and/or certificate program must have (1) completed at least six credits of course work at the graduate level at The College at Brockport with minimum grades of “B” in each course; or (2) demonstrate adequate background for the area of independent study. Permission to grant an independent study is by discretion of the instructor and department chair.

No more than two independent study courses will be approved for any one regular semester (and no more than one in any summer session), and all such courses must be included within the normal course load. Each independent study course may not exceed six credits and must be identified as liberal arts or professional credit. Students in programs with requirements of 36 credits or less may be allowed to take up to nine credits of independent study. Students in programs with requirements of more than 36 credit hours may be allowed to take up to twelve credits of independent study.

Students who wish to take an independent study course should begin the process well in advance of registration, since published registration deadlines apply to these courses. The Independent Study Application Form and the Independent Study Outline Form may be obtained from the academic department in which the course is to be taken or from the Office of Academic Advisement. The application must be signed by the student, the instructor-sponsor and the department chairperson. The completed forms should be submitted by the student to the Office of Registration and Records at the time of registration.