Kutztown University Policy ACA-051
Independent Study

A. Purpose

The purpose of this policy is to define the structure of an independent study course and the procedures for approval.

B. Scope

This policy applies to all independent study courses.

C. Key words and phrases

IS – stands for Independent Study

D. Policy & Procedure(s)

Independent Study (IS) is a course of study specific in nature, content, and level that is not provided as a regular course offering of study at the University. A student wishing to pursue a course by IS should contact a faculty member interested in offering such a course or the department chair in the department in which the IS would be taken. The student must submit an application for the IS course prior to the end of the semester before the course would be offered.

An IS would be designed by a faculty member and the interested student as determined by the department chair in the department in which the IS would be taken and subject to the approval of the department chair of the department in which the course of study is undertaken and the college dean.

IS is open to undergraduate students who have earned more than half of the credit hours in the program of study with at least a 3.0 CGPA. Students may not register for an IS for the purpose of making up deficiencies resulting from failures in other courses.

For graduate students, IS is only available after approval of degree candidacy and completion of 12 graduate credits. Professional credit students cannot register for an IS.

The option of offering a course by IS within a particular academic department must have been previously approved through the University curricular process.

E. Effective Date

1994

F. Approved By
University Senate - 1994
University President - 1994

G. Last Reviewed
October, 2008; August, 2009; August, 2010; August, 2011; August, 2012; August, 2013; August, 2014