

Senate Policy

Independent Study, Undergraduate

2.9

Description:

The Independent Study Policy describes the conditions under which an undergraduate student may undertake self-directed study for credit towards their degree requirements.

Approvals:

Approved by College Council: Revised, May 13, 2002

Approved by Curriculum Committee: Revised, January 18, 2006

Approved by Academic Council: January 30, 2006

Date Effective: January 1, 2006

Revised by Senate Academic Standards Committee: May 2015

Approved by Senate: May 2015

Date Effective: September 2015

Revised by Senate Academic Standards Committee: May 2023

Approved by Senate: May 2023

Date Effective: May 2023

Approval Authority: Senate

Signature: Simone Jones, Chair

Policy

Independent study provides students with the opportunity to undertake studies of significance to their educational objectives, especially where otherwise not available through the regular university curriculum. Independent studies are supervised and evaluated by tenured, tenure-track, CLTA and Continuing OCAD University faculty members.

Eligibility

Students who have completed 10.0 or more credits are eligible to apply for independent study. Under exceptional circumstances, students who have completed 5.0 or more credits may apply for independent study with the approval of the student's major/program chair and Associate Dean.

Students may take a maximum of 1.5 credits in independent study and/or field placements (see Senate Policy on Experiential Learning Program for details on field placements).

Approval Process

All applications must be accompanied by a one-page typed proposal demonstrating how the independent study will advance the applicant's overall course of study at the university and the applicant's preparation to undertake the proposed independent study. Applicants should be aware that faculty members' capacity to supervise independent studies is limited, and not all qualified proposals will be approved.

The independent study proposal must be approved in writing by the supervising faculty member(s) and the student's major/program Chair. It must be reviewed by the Associate Dean of the student's Faculty and (if different) the Associate Dean of the supervising faculty member's Faculty. If the Chair is also the supervising faculty member, the proposal must be approved by the Dean (or designate) of the student's Faculty.

Supervision and Assessment

Students are required to initiate regular meetings with their supervisor as well as complete three formal assessments/critiques at specified times in the semester. During the first formal assessment/critique, the evaluation criteria for the project are to be defined by the student and the supervisor. All assessments/critiques are to include a written narrative by the supervisor, addressing these criteria.

Failure to meet deadlines or follow approved policies and procedures will result in a failing grade being recorded on the student's academic record.

Independent studies are coordinated through the Office of the Registrar. Students must contact the Office of the Registrar before the deadline published in the online Dates & Deadlines for details on independent study, including proposal and evaluation policies, guidelines and appropriate form(s).