

Individual Study Definitions and Procedures

Effective Date: July 1, 2003

Revised Date: October 31, 2005

Definition: Individual Study is a delivery mode for courses, listed in the official catalog, needed for an on-campus student's progress toward graduation.

Description: Students arrange individual study courses through departments. A learning contract (attached) is developed and approved by the department chair, and the chair assigns a faculty member to teach the course within the faculty workload guidelines of SUU policy 6.27. The student taking the course through individual study must comply with SUU policy 6.3.

Procedure for Learning Contract:

1. If a student needs a course for graduation and a scheduling or other conflict necessitates that the student complete the course through individual study, the student will obtain a learning contract from the appropriate department.
2. The learning contract will be completed and submitted to the department chair.
3. The chair will complete the chair's portion of the contract: (1) approve or disapprove the course, (2) assign an instructor to teach the course and have the instructor sign the form, (3) add any other requirements, (4) sign the contract and forward it to the Registrar's Office. (Give a copy to the instructor, the student, and your department.)
4. The Registrar's staff registers the student in the course, and sends the form to the Cashier's Office.
5. The student pays the course fee at the cashier's office after the registration takes place.
6. The student has one semester to complete the course, just like another course offered for a semester.

Procedure for Faculty Contract

The department chair/division head and dean will process the faculty payment for the course:

Prepare and process faculty special appointment contract or overload contract with proper signatures – In addition to tuition and fees, a course fee of \$67 per credit hour will be assessed (\$50 per credit hour to be paid as compensation to the faculty member, \$12 per credit hour for faculty benefits, and \$5 per credit hour to cover administrative costs—to be deposited into a college/school assigned non-appropriated account.)

Learning Contract

Individual Study Course

This form authorizes an on-campus student to take an SUU course through individual study with an SUU faculty member.

To be filled out by the student:

Name _____ Student ID Number _____
Local Address _____ Phone Number _____
City State Zip _____

Registered Term/Semester _____
(The course must be completed by the end of the semester)

Course Prefix & Number Credit Course Title

Why do you need to take this course through Individual Study?

I understand that this course should be within the credit load policy of the University. I also understand that in addition to tuition and fees, a course fee of \$67 per credit hour is required to take this course.

Student Signature

To be filled out by the department chair/division head :

1. Approve _____ Disapprove _____

2. Assigned instructor: _____

3. The course will be the equivalent of the regular class. The student is to read the course syllabus and visit with the instructor. Requirements to complete course:

Textbook Information

Approved and Validated:

The student needs this course for graduation and this contract complies with both SUU policies 6.27 and 6.3

Instructor Signature and Date

Registrar Signature and Date

Department Chair Signature and Date

Please return completed copy to the department so instruction may begin.