



Senate

Policy Name	Independent Study and Directed Study Courses
Policy Number	CAPP 2015-01
Origin	CAPP
Authority	Senate
Date of Original Approval	October 23, 2015
Supersedes	Directed Studies Regulations, approved November 1989
Last Updated	NA
Effective from	October 23, 2015
Review/Retirement Date	Five years from approval date
Responsibility for Revision	UCC & GSPPC
Responsibility for Implementation	Deans and Registrar

Purpose:

To define the scope of Independent Study and Directed Study courses.

Scope:

University-wide

Definitions:

Independent Study: Any course that appears in the Mount Saint Vincent University Undergraduate or Graduate Calendars, with the exception of Directed Study courses, can be offered as an Independent Study course, subject to the approval of a Chair or Director and the appropriate Dean. Independent Study courses are normally offered when a student requires a course to meet graduation requirements or needs to maintain progression in a program of study and cannot register for a scheduled offering of the course due to scheduling conflicts or course unavailability in a particular semester. There is no limit on the number of Independent Studies courses that can count towards the requirements for a credential.

Directed Study:

These courses are normally opportunities for a student to explore, in greater depth, a topic that is covered in another course or a topic that is not covered in an existing course. Directed Study courses are normally offered at the 4000, 5000, 6000, or 9000 level. A maximum of 2.0 units of Directed Studies courses can be counted towards a credential. Programs may set a lower limit.

Policy:

The policy is contained in the definitions.

Procedures:

An instructor who wishes to offer an Independent Study or Directed Study course will develop, in consultation with the student, a course syllabus that adheres to the Course Outline Policy.

The course syllabus must be approved by the relevant Chair or Director and forwarded to the appropriate Dean for approval and inclusion in the timetable. The Dean will forward a copy of the approved course outline to the Registrar for inclusion in the student's academic file.

Independent Study courses will be entered into the timetable using the existing course name and number, with the section number listed as "IS." The student's transcript will show the actual course completed.

Directed Study courses will be added to the timetable using the relevant Directed Studies course number and the topic of the course. Section numbers can be added to a Directed Study course number to distinguish among different offerings of a Directed Study course.

Guidelines:

Following approval of this policy, the Chairs of UCC and GSPPC will consult with departments in order to bring Undergraduate and Graduate calendars entries for Independent Study and Directed Study courses in line with the approved definitions.

The definitions of Independent Study and Directed Study courses will appear in the glossary section of the Undergraduate and Graduate Calendars.

Related Documents:

Course Outline Policy