

# UNC Charlotte Academic Procedure: Guidelines for Undergraduate Independent Study

## **Introduction:**

The University of North Carolina at Charlotte maintains compliance with the Academic Integrity Regulations as outlined in the University of North Carolina Policy Manual through these guidelines and processes for individualized instruction courses. These guidelines serve to ensure the integrity of the curriculum as set forth by the faculty.

## **Procedure Statement:**

Effective individualized instruction requires appropriate academic preparation, regular consultation with a faculty member, and a clear plan of action including expected learning outcomes, assignments/readings, and assessment of the student's work. The following procedures on faculty workload and review of course sections ensure effective instruction as well as compliance.

## **Faculty Workload:**

UNC Charlotte recommends that a faculty member may teach a maximum of three independent study students in addition to their regular teaching load each term. The Department Chair has the final oversight and authority over the number of independent study students an instructor may supervise in a given term.

## **Review and Approval of Nonstandard Courses and Course Sections:**

Departments must ensure that all forms of individualized instruction conform to basic guidelines set forth for all courses. As such, departments must have a syllabus and/or learning contract for all forms of independent study that include at a minimum the [topics to be covered and/or](#) expected student learning outcomes, number of credit hours, grading information, and scheduled meeting times. Departments may create their own forms or may choose to use the Independent Study Template. Records of all syllabi/learning contracts should be maintained and stored in the department in electronic or printed form.

## **Definitions:**

Independent study is a method of receiving credit for study or research independent of the assignments of any specific course, but supervised and graded by a faculty member.

## **Policy and Procedure Contact(s):**

**Authority:** Office of the Provost and Vice Chancellor for Academic Affairs

**Responsible Office:** Office of the Provost and Vice Chancellor for Academic Affairs

## **History:**

July 24, 2013: Established

## **Related Policies, Procedures and Resources:**

UNC Policy Manual: Academic Integrity Regulations:

<http://www.northcarolina.edu/policy/index.php?tag=700.6.1%5BR%5D>

## **Frequently Asked Questions:**

### **Which students are covered under this procedure?**

This procedure applies to all undergraduate students at UNC Charlotte.

[Amended by Faculty Executive Committee 9/12/13](#)

## Independent Study Template

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*To be completed by the student and supervising faculty member.*

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Student Email Address: \_\_\_\_\_

Supervising Instructor: \_\_\_\_\_

Department: \_\_\_\_\_

Course Title/Topic: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Term: \_\_\_\_\_

Scheduled Meeting Time(s): \_\_\_\_\_

Expected Student Learning Outcomes/Objectives:

Grading/Evaluation Criteria:

Assignments (readings, description of assignments, etc.):

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Supervising Instructor Signature Date

\_\_\_\_\_  
Department Chair Signature Date

Amended by Faculty Executive Committee 9/12/13