



University Policy Statement

UPS 400.010

INDEPENDENT STUDY

Academic departments may provide students with the opportunity to pursue, for credit, topics or problems of special interest beyond the scope of the regular course offerings. The following policy shall apply to all Independent Study courses offered under the auspices of CSUF, irrespective of whether they are offered on or off campus or are those involving Independent Travel Study.

1. The course designations shall be: at the lower division level, Independent Study 299; at the upper division level, Independent Study 499; and at the graduate level, Independent Study 599 or 699.
2. The Independent Study shall normally be of a research or creative nature and shall culminate in a paper, project, comprehensive exam, and/or performance. Independent Study units shall not be granted for teaching duties, administering classes, tutoring students or grading courses; or for internships.
3. Each department or program shall prepare and document its policy regarding the format and the evaluation of its Independent Study courses. The policy should recognize that the workload involved in the Independent Study should justify the units earned at the appropriate undergraduate or graduate levels.
4. Before the Independent Study is approved, the student shall prepare a proposal in consultation with the instructor(s). This proposal shall be submitted to the department chair or designee for prior approval, and in the case of Independent Study to be used on a graduate study plan, to the Graduate Program Adviser for additional prior approval. The approved Independent Study proposal shall be kept on file in the department/program office.
5. The Independent Study proposal shall include a statement of the basis for the final evaluation of the Independent Study.
6. A student may take no more than 6 units of Independent Study in a given semester or during summer, and no more than 3 units during intersession.
7. A student may apply no more than 9 units of Independent Study toward completion of the undergraduate degree.

8. A student may apply no more than 6 units of Independent Study (499 or 599) toward completion of a graduate degree.
9. The basis for Independent Study courses shall not be another undergraduate or graduate course.

EFFECTIVE DATE: May 28, 2020
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and ASD 06-32