

Nipissing University

Policy Category	Academic
Policy Number	
Policy Name	Individualized Study Courses Policy
Responsible Department	
Original Approval Date	
Approval Authority	Senate
Last Updated	
Next Review Date	

1. In order to be eligible to take any individualized study course, undergraduate students must be entering (or already registered in) the third or fourth year of a four-year program. In addition, the desired course(s) must be in the student's declared program(s) of study. In the case of a course which is only an elective, a minimum overall average of 70% is required as well.
2. Any student who meets the above criteria and wishes to take an individualized study course during the following Spring/Summer or Fall/Winter Session must apply in writing to the discipline concerned no later than February 15. This application shall include a brief outline of the proposed topic or project, the proposed faculty supervisor and the signature of one faculty member in the discipline (normally the intended supervisor) who has been consulted and who supports the request.
3. In the case of individualized study courses which are program requirements, any student who will be entering the final year of the degree program (and who will therefore need the course in order to graduate) shall be permitted to take the course, provided he/she has submitted an appropriate application as outlined above. However, it must be clearly understood that, until final approval is granted (usually after a meeting of the discipline held for this purpose), there is no implied guarantee that the proposed topic/project, the designated faculty supervisor or the chosen session will be accepted.
4. Individualized study courses which are electives (and therefore not required) are a privilege rather than a right. The approval of applications for such courses shall consequently be subject to the availability (and willingness) of faculty supervisors, as well as to budgetary considerations.
5. In making decisions concerning applications for individualized study courses in any discipline, required courses shall be given clear priority over those which are merely

electives. In particular, elective individualized study requests shall be approved only after all requests for required courses have been accommodated.

6. Each applicant for an individualized study course shall be informed in writing of the outcome of his/her application by March 1. When the course in question is a degree requirement, the application shall either be approved as submitted or approved with specified alterations (which may include changes in topic, supervisor and/or session). In the case of elective individualized studies, applications may be approved as submitted, approved with specified alterations or rejected (on the basis of content, availability of supervisors or budgetary considerations).
7. Only after students have received written approval to take an individualized study course will they be permitted to advance register and/or register for the course.