THE UNIVERSITY OF

ARIZONA®

INDIVIDUAL STUDIES PROPOSAL FORM
DEPARTMENT OF COMPUTER SCIENCE

This form is to be completed by the student and instructor/project advisor. Once the form has been signed by both parties, the student may return it to the Computer Science Academic Services Office (Gould-Simpson 901) to register. Students cannot register for any individual studies credit without this completed form. *Students may earn up to twelve (12) units of individual studies credit to count toward their degree. Individual studies units may not be used for requirements in the Computer Science major.*

Student Name _____   **Student ID #** _____

Student Phone # _____   **NetID** _____

Course Number (circle one):

Preceptorship:	391	591

> *See page 4 for course details, descriptions, and restrictions.

Directed Research: 392   492   695C   900

Independent Study: 399   499   599   699

Honors Ind. Study: 399H   499H

Thesis: 498H   910

Number of Units_____   [Note: The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.]

Semester_____**Year**_____

Project Advisor_____ **Section Number:** _____

Title of Project_____

Estimated hours per week Student will spend on project _____

Estimated Project Advisor/Student contact hours per week _____

Professor and student will meet to discuss progress during the week of _____

Description of project, including anticipated product (see policy #5): (syllabus or project plan may be attached)_____

_____

_____

_____

_____

_____

REQUIRED SIGNATURES:

STUDENT_____   **DATE**_____

PROJECT ADVISOR_____   **DATE**_____

INDIVIDUAL STUDIES EVALUATION FORM
DEPARTMENT OF COMPUTER SCIENCE

THE UNIVERSITY OF ARIZONA®

This form is to be completed by the instructor at the end of the term. According to University policy regarding individual studies courses: *At the end of the term, or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of outcome form with the instructor's signature should be filed in the department or program office when the course grade is submitted.* Please complete this form and return it to the Computer Science Office of Academic Services (Gould-Simpson room 901), where it will be kept on file. This form does not serve as a substitute for submission of official grades for individual studies courses through WebRoster.

Student Name _____ **Student ID #**_____

Final Grade Submitted _____   **Course** _____   **Semester** _____

Did the student complete the minimum number of work hours needed?   YES   NO
[Note: The University and Board of Regents have set a standard
of 45 hours of course work for each unit of credit awarded.]

Did the student fulfill the outlined criteria for the project?   YES   NO

Does the final product meet with the expectations outlined on the individual studies proposal form?   YES   NO

Please include any additional comments or clarification regarding this individual studies project and the rationale for the assigned grade.

_____

_____

_____

_____

_____

_____

PROJECT ADVISOR_____   **DATE**_____

Policies for Independent Study

Approved by Faculty Senate, 5/5/08

1. **Determination of credit**: The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.

2. **The number of credits of Independent Study** must lie within the approved credit range listed in the catalog course description.

3. **The content of an Independent Study course** must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.

4. **Departments and programs must have an Independent Study proposal form** modeled on this approved template that is to be completed when the student enrolls in the course or at the beginning of the term.

5. **The instructor or project advisor must provide** either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.

   a. **All proposal forms and project plans** must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.
   b. **At the end of the term,** or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of outcome form with the instructor's signature should be filed in the department or program office when the course grade is submitted.

6. **If students are paid in association with an Independent Study course**, academic credit can be awarded only for faculty-approved academic work as defined by department policy.

7. **If registration for an Independent Study course occurs after the twenty-first day** of the regular semester, after the first two days of Winter Session or Pre-session, or after the first week of a Summer Session, the department head (or designee) must sign the Change of Schedule form, in addition to the instructor.

8. **If a grade of Incomplete is awarded** for an Independent Study course at the end of the term, another Project Advisor must be identified who agrees to evaluate the student's work, should the original Project Advisor become unavailable.

Guidelines for Independent Study

1. The student should have a specific proposal or project in mind when requesting individual studies credit.

2. The enrollment fee for individual studies credit is calculated at the same rate as for other credit courses.

3. Students should enroll prior to the start of the term in which they will be earning credit, and must complete the required 45 hours of course work per credit unit before the last day of the term. The last day to register for Independent Study in Fall and Spring Semesters without incurring a late charge is the same as for all other courses; see http://www.bursar.arizona.edu/students/fees/census and http://www.bursar.arizona.edu/students/fees/late_charge.asp.

Department of Computer Science
Undergraduate Individual Studies Options and Guidelines

Course Title	C SC Number	Units per term	Repeatable?*	Grading Scale	Other Info
Internship	293 493	1-3	Between C SC 293 and 493, a total of 6 units of internship may be earned.	S P F	293 recommended for pre-CS majors, 493 for CS majors Enrollment requires completion of internship form
Preceptorship	391	1-3	Repeatable for up to 6 units	S P F	Used primarily for section leaders
Directed Research	392 492	1-3	Repeatable for up to 6 units	A B C D E	
Independent Studies	399 499	1-3 (399) 1-4 (499)	Repeatable for up to 6 units	S P F	
Independent Studies - Honors	399H 499H	1-3 (399H) 1-4 (499H)	Repeatable for up to 6 units	A B C D E	
Honors Thesis	498H	1-6	Repeatable for up to 9 units	A B C D E	A total of six units required to graduate with honors, generally taken for 3 credits over two semesters

*Students may earn up to twelve (12) total units of individual studies credit toward their degree.

Graduate Individual Studies Options and Guidelines

Course Title	C SC Number	Units per term	Repeatable?	Grading Scale	Other Info
Preceptorship	591	1-3		S P F	
Internship	593	1-6	Repeatable for up to 6 units	S P F	International students must request CPT in addition to registering for this course. See ISPS website for more info
Independent Studies	599 699	1-4	Repeatable for up to 6 units	S P F	
PhD Research (for Qual. Exam)	695C	3		A B C D E	695C is to be taken 4 times within the first five semesters in PhD program.
Research	900	1-6	Repeatable an unlimited number of times	S P C D E	
Thesis	910	1-6	Repeatable an unlimited number of times	S P E K	
Dissertation	920	1-6	Repeatable an unlimited number of times	S P E K	Must pass comp exam before enrolling