**Resolution to Create Individualized Study**

Whereas, City Tech currently utilizes the Independent Study course, IS 9010, in order to offer required courses with insufficient enrollment, most typically in the foreign languages, COM (new degree program) and TC/TCB (programs being phased out), which has the following disadvantages:

1. If the course is a degree requirement a course substitution is needed, adding to the paperwork burden.
2. If the course substitution is not filed, the student’s TAP/financial aid eligibility is jeopardized.
3. Information on the student’s transcript is generic (IS 9010), preventing the student from demonstrating a particular competency to employers, graduate schools, etc. and making contributory transfer more difficult.

Whereas, under Individualized Study, a student can take a course offered at the college on an individualized basis with the following advantages compared to Independent Study:

1. The actual course name and number appear on the transcript, and hence no course substitution is needed, and there are no potential financial aid ramifications.
2. Employers, graduate schools, and receiving schools upon transfer, get a clearer understanding of a student’s academic record when reviewing a transcript, compared to the generic independent study notation, IS 9010.

Therefore, be it resolved that City Tech adopts the following Individualized Study program:

**Individualized Study** enables students to pursue a course offered by the college on an individualized basis.

To pursue individualized study, the student must:

1. Meet any additional requirements set by the specific department, including course prerequisites.

2. Secure agreement from a full-time faculty member to act as his/her supervisor.

3. Obtain permission from the chairperson and academic dean of the appropriate academic department and school.

Additionally, the permission form must be completed by the faculty supervisor and signed by the student, faculty supervisor, chairperson of the department the course is offered in, and the appropriate academic dean, and submitted to the Registrar’s Office by the registration deadline.

A modified course syllabus, including assignments and other forms of evaluation, and deadlines, equivalent to the course when offered traditionally, must be attached to the Individualized Study application. Dates of faculty and student meetings must also be included. A minimum of 7.5 hours and a maximum of 15 hours must be spent in discussing coursework.

The student must meet with the instructor as agreed upon, and fulfill all course requirements as stated in the submitted course syllabus and other official college documentation, in order to receive a passing letter grade.

Individualized Study courses are recorded and appear on the transcript as the course that they are fulfilling. Faculty members receive 0.5 workload hours for the first student in an Individualized Study course and 0.25 workload hours for each additional student in the Individualized Study course.

This policy is an adaption of the Individualized Study course program at LaGuardia Community College.

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