

To: Steering Committee, UNCW Faculty Senate
From: Nathaniel Grove, Chair, Academic Standards Committee
Date: August 26, 2013
Re: Motion Independent Study Limits

Whereas, UNC General Administration has requested that all campuses comply with the following policy:

UNC Policy 700.6.1 [R]

A. All campuses will have guidelines on the number of undergraduate independent studies a faculty member may teach per term. If campuses choose to enumerate a limited number of circumstances under which exceptions to these limits may be approved, guidelines must enumerate the required individuals (by position) who must grant approval.

The Academic Standards Committee, therefore, offers the following revisions to be made to the Undergraduate Catalogue and the Faculty Handbook in order to bring UNCW into compliance with UNC Policy 700.6.1 [R]:

1. Undergraduate Catalogue – Enrichment Courses and Programs

“Directed Individual Study

This course, designated as 491 in each department, involves investigation beyond what is offered in existing courses. To enroll in a Directed Individual Study, students must be a junior or senior. Additionally, students must have an overall grade point average of at least 2.00 and the approval of (1) the faculty member who will direct the study, (2) the departmental chairperson, and (3) the appropriate dean. Departmental criteria will include (1) the availability of the instructor (~~ordinarily, instructors will not supervise more than six student credit hours of Directed Individual Study per semester~~ instructors may only supervise a limited number of independent studies each semester), (2) the appropriateness of and need for the proposed study in the student’s program, (3) the availability of library and other research resources, and (4) the feasibility of completion of the proposed study in the allotted time. Students are limited to nine credit hours of Directed Individual Study toward graduation requirements, not more than three of which can be outside the student’s major.”

2. Faculty Handbook – Chapter V, A, 1.g, Directed Independent Study

“Directed individual study (DIS), designated as 491 with the subject prefix (e.g., HST 491), involves investigation, under the direction of a faculty member, beyond what is offered in existing courses.

It should be noted that the purpose of DIS is supplemental study; it may not be used

to duplicate a course existing in the catalogue, regardless of whether that course is offered in the current term. (In cases when a student needs a particular course that is not currently offered, an instructor may offer, with the chairperson's permission and without additional compensation, a section of that course—using the course number, not 491—with an enrollment of one student.)

To enroll in a DIS a student must be a junior or a senior and have an overall grade point average of a least 2.0 and the approval of all of the following:

- i. the faculty member who would direct the study
- ii. the department chairperson
- iii. the appropriate dean

Instructors are under no obligation to offer directed individual study and do so without additional compensation.

Departmental criteria include:

- iv. the availability of the instructor. ~~(ordinarily instructors will not supervise more than six student credit hours of DIS per semester)~~ Instructors who choose to supervise DIS students will not ordinarily supervise more than 9 – 12 credit hours of undergraduate DIS per semester. However, exceptions to this can be approved by the Department Chair/Director in recognition that reasonable limits will vary depending on the discipline, nature of the independent study, and other responsibilities of the instructor. This approval is indicated through the signature of the Chair/Director and the Dean on the appropriate enrollment forms and normally follows consultation between the instructor and the Chair/Director.
- v. the appropriateness of and need for the proposed study in the student's program
- vi. the availability of library and other research resources
- vii. the feasibility of completion of the proposed study in the allotted time.

Students are limited to nine credit hours of DIS toward graduation requirements, not more than three of which can be outside the student's major.

To enroll a student in DIS, the instructor completes a DIS form before or during the registration period for the semester. Forms are available in departmental offices. The completed form, after being approved by the departmental chairperson and the appropriate dean, is sent to the Office of the Registrar prior to the close of registration.”