

TIFFIN UNIVERSITY  
APPLICATION FOR INDIVIDUAL GUIDED STUDY

Advanced self-directed students may complete University courses through individual guided study (IGS), in which they work one-on-one with a faculty member. The standards for permitting a student to pursue IGS are rigorous and its availability is normally restricted to senior level students who could otherwise be delayed by more than one semester in fulfilling graduation requirements due to course scheduling conflicts.

Applicants for individual guided study must have completed a minimum of seventy-five (75) credit hours, achieved a 2.50 quality point average in their major, and have not received a failing grade in this class. Office of the Registrar administers this program and can provide for further information.

1. The application for IGS from the student will start at the Registrar's Office or the Office of ACE. The student must provide justification for IGS based on factors such as: schedule conflicts, the course not offered in time before graduation date, how the IGS will meet or surpass the academic requirements and standards of the course, and so on.

2. The Registrar's Office will check the eligibility for individual study based on hours completed and GPA. The Registrar will then forward eligible applications to the Dean of the school that offers the course for assignment of faculty member and final approval.

3. On approval, the Dean (with Chair recommendation) will assign the student to a faculty member who will supervise the study. The faculty member will provide an outline for the study (copies to student and the Chair) before the start of the IGS. Minimum contents of the outline will be as follows:

- a) Objectives for the IGS
- b) Tasks and projects that must be completed by the student
- c) Readings required
- d) Deadlines and schedules for readings, papers and projects assigned
- e) Number of meetings with the student
- f) Tests and exams, if any and when
- g) Grading scheme

4. The Chair will monitor the implementation of the IGS policy and the above procedures. Any deviation from policy or these procedures must have the prior approval of the Dean.

# UNIVERSITY

## APPLICATION FOR INDIVIDUAL GUIDED STUDY

I \_\_\_\_\_, Student ID# \_\_\_\_\_, am

(Student's Name)

requesting permission to complete through Individual Guided Study \_\_\_\_\_

(Course Number & Title)

during the \_\_\_\_\_ semester.

(Year and Season)

The reason for my request is as follows: (attach additional sheets, if necessary.)

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Student's Signature

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Date

1. The applicant has completed \_\_\_\_\_ credit hours and meets the 2.50 cumulative grade point average minimum in his/her major.

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Registrar

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Date

2. The applicant has met with me to discuss the course study plan. I have assigned \_\_\_\_\_ to design and supervise the Individual Guided Study.

(Faculty)

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Department Chair

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Date

Approved  Denied

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School Dean

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Date