Independent Study Policy

Scope: Applicable to all MPA students

An independent study is an opportunity for a student to work directly with an instructor to obtain specialized knowledge for academic credit. This policy ensures a standard process for pursuing an independent study and for guaranteeing the study meets the standards of graduate academic credit.

MPA students may substitute a maximum of three credit hours with an independent study upon approval of the MPA Program Director. Up to three credits will be placed on the student’s transcript and tuition will be charged accordingly.

The responsibility of proposing, recruiting faculty, obtaining approval, and completing an independent study is on the student. Neither the faculty nor the program staff is responsible for coordinating independent studies.

An independent study must have the same dates and length of a corresponding University term.

The process for obtaining approval for an independent study is as follows:

1. Student identifies and consults with a faculty member to develop the topic and content to be covered in the independent study.
2. Student submits a written proposal to the MPA Program Director no later than one month before the term in which the independent study is scheduled. A proposal should include:
   a. Faculty member information
   b. Syllabus or contract, including learning outcomes and deliverables.
3. The MPA Program Director will approve or deny the proposal and inform the student in writing.
4. If approved, the student should work with the MPA Student Services Director* to enroll in the independent study course.

Upon completion of the independent study, the faculty member assigns the grade and submits to the MPA Program Director for recording.

*Residential students will contact Sharon Pickard. Online students will contact Karla Townley-Tilson.