

## College Operating Procedures (COP)



**Procedure Title:** Individualized Study  
**Procedure Number:** 03-0612  
**Originating Department:** Provost/Vice President, Academic Affairs

### **Specific Authority:**

**Board Policy** n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 6/1/2010; 2/15/2011; 8/21/2017; 6/19/2025

**Purpose Statement:** Defines Individualized Study and describes the process for authorizing individualized study.

### **Guidelines:**

Individualized Study leads to the completion of a college course and the receipt of academic credit. The content of the learning experience is completed under the direction of a professor assigned to work with the student independently of the normal class schedule. While Florida SouthWestern State College recognizes the legitimate need for such learning experiences, its policy is to keep this practice to a minimum. Individualized Study courses are permitted for the following circumstances:

1. A course required for graduation or planned program progression is not being offered on any campus and an appropriate substitute is unavailable.
2. A student and faculty have designed an individualized research project or practical experience that supports achievement of program outcomes.

### **Procedures:**

1. The determination of whether an individualized study is warranted would involve communication between a student, faculty, and/or program administrators. Once the need is determined, a student and faculty member would collaborate to complete the Individualized Study Form (available on the College's document manager) and submit to the Academic Dean or designee prior to the end of the drop/add deadline for any given semester. Approval must be obtained before a student is allowed to take an individualized study course.
2. Once the form is approved, the student may register for the class. It is the professor's responsibility to prepare the syllabus for each Individualized Study course and to meet regularly with the student(s).
3. The standard college grading system applies to all Individualized Study courses. Grades earned through Individualized Study have the same status as those earned through regular class attendance.