

## 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: 06/01/10; 02/15/11

**Purpose Statement:** To assure that students receive opportunities to engage in individualized learning to meet their academic requirements in a timely fashion.

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### Guidelines:

#### Individualized Study courses are permitted for the following circumstances:

- (1) A regularly scheduled course is canceled due to insufficient enrollment and no alternate course can be taken to meet the student's educational goals for that semester.
- (2) A student is unable to complete a needed, regularly offered, class due to a documented, medical condition, unique work schedule, or learning disability (attached).
- (3) A student is in his/her last semester and a course required for graduation is not being offered and an appropriate substitute is unavailable.

### Procedures:

The request form for Individualized Study may be obtained in the Academic Division Dean's office or from the myFSW portal, click on the Document Manager tab, then click on the VP, Academic Affairs, click on Faculty Forms, click on Individualized Study Request Form. (VPAA008A)

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 the College recognizes the legitimate need for such learning experiences, its policy is to keep this practice at a minimum. Individualized Study may be used to complete required courses when extenuating circumstances exist as defined by the Dean. Approval **must** be obtained before a student is allowed to take an individualized study course.

The Individualized Study form must be completed and submitted to the Dean prior to the end of the drop/add deadlines for any given semester.

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).

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.