

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS**

TITLE OF POLICY: INDEPENDENT STUDY

ORIGINAL DATE: MAY 2000

LAST REVIEWED/REVISED: OCTOBER 2004

POLICY: Both undergraduate and graduate students who have been admitted and matriculated into the School of Nursing may take independent study credits.

An independent study is a student-initiated experience planned to permit students to pursue an area of interest in nursing with the guidance of a faculty member.

Independent study courses do not replace required or core courses for the major.

- PROCEDURE:**
1. The student interested in registering for an independent study must initiate a contact with a faculty member to discuss the feasibility of the study. It is recommended that the student contacts the prospective faculty member during the term preceding the term for the desired independent study course.
 2. If the student cannot identify a potential faculty member to precept the independent study, the student should contact a faculty advisor for suggestions.
 3. Prior to starting any requirements for the independent study, the student must present a written draft of a learning contract to the faculty preceptor who will review the learning contract. The learning contract should include:
 - Purpose of the independent study
 - Independent study objectives
 - Contact time
 - Requirements of the study that also include deadlines
 - Evaluation methods
 - Credit allotment
 - Signature of student and faculty preceptor
 4. Two copies of the signed learning contract must be sent to Student Services by the third week of the term that the student is taking the independent study. One copy is to be placed in the student's record and one copy is retained by either the Associate Director of Student Services, Undergraduate Programs, or the Associate Director of Student Services, Graduate Programs.