These guidelines should be used by SOP faculty members pursuing approval of an Independent Study. Independent Study credit can be used to replace elective course credit for Doctor of Pharmacy students to fulfill the graduation requirement of at least 4 credit hours of electives. An Independent Study application should be submitted at least 6 weeks prior to its anticipated start date, e.g., May 1 (for summer semester), August 1 (for fall semester) or December 1 (for spring semester). Applications may be submitted after these deadlines but there is no guarantee that they will be reviewed or approved before the anticipated start of the Independent Study. Approval must be obtained from an Independent Study Course Director (i) prior to enrolling a student in the Independent Study, and (ii) before the student starts working on requirements of the proposed Independent Study. Similar to elective courses, independent studies are intended to be completed within one semester. However, they may extend to 1 year. Consistent with SOP policy, when Independent Study credit is being applied towards the elective credit requirement needed for graduation, the Independent Study must be successfully completed prior to students starting the P4 year.

Independent Study applications should fulfill the following criteria:

1. **Submission** - Applications must be submitted for approval by the SOP faculty member who will serve as the supervising faculty member. Applications comprise completed approval (Independent Study Approval Form) and proposal (Independent Study Proposal Form) documents, both found on the school’s web site.

2. **Proposal** - The proposal form represents a “mini-syllabus” that should not exceed 4 pages in length, and must include the following information in this order:
   a) The Independent Study title, name of student, name of the supervising SOP faculty member who will advise the student, and name of other key individuals. A list of previous independent studies that the faculty supervisor has mentored should be provided, including dates.
   b) Explicit description of prerequisite knowledge skills and abilities required by students
   c) Statement of the goal(s) of the Independent Study
   d) A list of specific learning outcomes to be met by the student. These outcomes must be well defined and measurable by the supervising faculty member. At least one of these must be from the 14 approved Ability Based Outcomes for the University of Colorado Doctor of Pharmacy curriculum.
   e) A description of the assessments that will be used to determine student achievement of each learning outcome. A description of what represents a pass for each assessment is required. Note: Independent studies are graded as pass or fail only.
   f) A description of supervising faculty members expectations of student in relation to professionalism (e.g., dress code, punctuality, need for preparation)
   g) Number of credit hours proposed and an estimate of time to be devoted to the study (hours/week) and total duration of the Independent Study. Independent Studies are generally 2 credit hours total, but can be up to 4 credit hours with sufficient justification. The time commitment should be 30 to 45 contact hours per credit hour.

3. **Summary report** - After the student has completed the Independent Study, the faculty supervisor is required to submit a brief (1 – 2 paragraphs) description of how well the Independent Study went and what changes should be made in future to improve it.

4. **Course Assessment** - The Independent Study will be assessed using CoursEval® at the end of the semester it was completed.

5. **Exclusions** - The following cannot be used for credit in an Independent Study: (i) work that the student is using as part of the Honors program, (ii) work for which the student is receiving payment as part of an internship, work study or other type of employee cannot be used for credit received for an Independent Study. Finally, if any travel is part of the Independent Study, the student may not be reimbursed via the school or campus student professional development or travel programs which are devoted solely to support of extracurricular activities.