Preamble: This guideline should be used by faculty member’s pursuing submission for 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 up to 4 credit hours of electives. Submissions for a proposed Independent study must be no later than April 1 (for summer semester), June 1 (for fall semester) or October 1 (for spring semester). This is prior to the semester for the proposed Independent Study. Approval must be attained by the curriculum committee prior to enrolling students in the course, and receiving a grade for the course, as is described in the Independent Study Approval Form. This form must be included as the first page of the proposal. In general, independent studies are designed to be completed within one semester, similar to elective courses, but should not extend beyond 1 year for students who enroll in independent study prior to the P3 spring semester. Moreover, consistent with SOP policy, when independent study credit is being used towards the required elective credit needed for graduation, the Independent Study must be completed prior to students starting Advanced Pharmacy Practice Experiences (i.e., P4 rotations).

For a School of Pharmacy student to be allowed to conduct independent study and receive credit for it:

1. Proposals should be submitted to the curriculum committee by the sponsoring member of SOP faculty with all necessary documentation (see below)
2. Documentation to be submitted to the committee should consist of a mini-syllabus that does not exceed 2 pages in length. It should include:
   a) Independent study title.
   b) Name of student carrying out independent study.
   c) Name of faculty director that will advise the student and/or other key individuals and a list of previous independent studies that the faculty director has supervised, including dates.
   d) Statement of goals/objectives
   e) Explicit description of prerequisite knowledge skills and abilities required by students
   f) A list of specific outcomes to be achieved or met by the student. These outcomes must be well defined and measurable by the faculty director.
   g) A description of the evaluations that will be used to assess the student. Additionally, a description of what represents a pass is required. Note: Independent Studies are graded as pass or fail only.
   h) A description of faculty expectations of student in relation to professionalism (e.g., dress code, punctuality, need for preparation)
   i) Number of credit hours proposed and an estimate of time to be devoted to the study (hours/week) and total duration of the 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.
   j) A clear description of additional requirements/expectations that the faculty advisor has for the student(s), in particular those that might occur after the course has been graded (e.g., presentation of study findings at a meeting, responding to reviewer comments when a manuscript is involved)

3. After the student has completed the independent study, the faculty advisor is required to submit to the Curriculum Committee a brief (1 – 2 paragraphs) description of their assessment of how well the independent study went and what changes they would make in future.
4. Independent Studies will be assessed using the web-based assessment process at the end of the semester the independent study was completed.
5. Exclusions: Students cannot complete an independent study for work that they are using as part of the Honors program, or are being paid for as part of an internship, work study or other type of employee.