UNLV Department of Computer Science

Independent Study Policy

Independent study for undergraduate courses may be undertaken by an eligible student and a faculty sponsor in accordance with University of Nevada Las Vegas (UNLV) requirements. The UNLV catalog description is noted below.
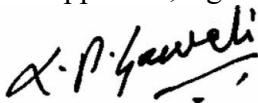
> Credits: 1-3
>
> Repeatable: May be repeated to a maximum of six credits. Please verify that all credits will apply towards your degree.
>
> Prerequisites: Consent of instructor. The maximum number of attempts for this course is three, including earned grades, withdrawals, and audits.

A faculty advisor and a student may request an independent study course, subject to the following guidelines:

- The independent study eligibility requirements are as follows:
  - Undergraduates
    - Advanced Standing.
    - Successful completion of CS 370.
    - GPA at or above 2.75.
    - Not on probation.
  - Graduates
    - GPA at or above 3.0.
    - Topic is consistent with the student's course of study (as decided by faculty advisor).
    - Not on probation.
  - Regular meetings with the faculty advisor.

- Student must coordinate with the applicable advisor.
  - For undergraduates, student must meet with the applicable College of Engineering Academic Advisor to ensure the student meets the UNLV requirements, has obtained advanced standing, has completed CS 370, that the course would apply to their degree plans, and has a full understanding of the potential impacts to their graduation progress.
  - For graduates, student must meet with their faculty advisor to ensure student meets the eligibility requirements and that the work is consistent with their specific course of study.
- Student must meet with faculty advisor and complete the **Independent Study Approval f**orm subject to the below guidelines.

- o The *Syllabus or Outline of Course* must include:
  - Clearly defined project scope and timeline
    - May not span more than 1 semester.
- o The *Grading Criteria* must be graded (A-F)
- o The *Deliverables* section must include:
  - Set of project deliverables including estimated due dates.
  - *Note*, one final deliverable is not sufficient.
- o The *Schedule of Meetings* must include
  - Regular meeting between the student and faculty advisor.
- o It should be noted that this will likely require a attachment to the form.

- Upon completion of the the **Independent Study Approval** form, the student must
  - o Obtain appropriate approval from faculty advisor.
  - o Upon approval, faculty advisor should send the form to the CS Department Undergraduate Coordinator.

- Accreditation Collection
  - o *Note*, this only applies if the student is an undergraduate.
  - o The instructor will notify Department Accreditation Committee regarding approved independent study. They will create the applicable folders for storage of accreditation examples.
  - o The instructor will be responsible for collecting applicable accreditation examples of student work. This includes copies of all deliverables in electric format.

- The CS Department Undergraduate Coordinator will:
  - o Provide guidance and advice, as applicable, regarding the project scope, timeline and deliverables if needed.
  - o Review and approve completed independent study form to ensure compliance with the basic requirements.
  - o If the proposal project meets the applicable requirements, approve and, notify the CS Department chair.
  - o Upon final approval from the CS Department Chair, perform the following notifications.
    - The CS department admin to authorize enrollment.
    - The College of Engineering Academic Advising Center.

- The Department Chair will
  - o Perform final review.
  - o Notify CS Undergraduate Coordinator of approval or disapproval.
  - o If approved, sign and return the the CS Undergraduate Coordinator.

Approved: _____

EXAMPLE INDEPENDENT STUDY FORM EXAMPLE

Department of Computer Science
Independent Study Approval (Registration CS 490/690)
Must be submitted and approved prior to registration

CS 490 or CS 690 (circle one)   Date: _____

Name: _____   Student ID: _____

Phone:_____   Email: _____

Semester (Check one): Fall_____ Spring_____ Summer_____ Year_____

Topic: _____ # of credits: _____

    I.   Syllabus or Outline of Course:

    II.   Grading Criteria:

    III.   Deliverables (Project, Paper, Exam, etc):

    IV.   Schedule of Meetings:

Approved (Signatures)

Student:_____   Date: _____

Instructor:_____   Date: _____

Grad/UG Coordinator:_____   Date: _____

CS Chairman:_____   Date: _____

Note: If an undergraduate completes independent study form then one copy should sent to Advising center after CS Chair signs.