INDIVIDUAL STUDY FORM

Note: Any recommendation for use of AFNS 500, Individual Study, AFNS 602, Graduate Reading Project, AFNS 603, Graduate Research Project, AFNS 900, Directed Research Project (Course-based Masters) must have final approval from a faculty member of the AFNS Graduate Program Committee.
Effective for MSc thesis-based and PhD students admitted Winter 2019 and on, students are only permitted to register for one 3-credit individual study course. Permission to take additional credits as an Individual Study course requires approval by the AFNS Associate Chair, Graduate Programs.

Student Information

Student Name
Id Number
Telephone
E-Mail

Course Information

Course Abbreviation
Section
Term
Circle One: Fall Winter Spring Summer
Course Title(*)
(55 characters ONLY)
Description

Objectives
Instructor Contact Hours

Requirements

Grading

Requirements

I confirm that this project is NOT related to my thesis research project (GFC 30.3.2(2)d)

I have read section (5) below and confirm the project will be completed within the time limit outlined.

Signatures

Student Signature

Course Instructor

Course Instructor Signature

Supervisor Signature

AFNS GPC Faculty Member Signature

Instructions for Completing Form

Well designed independent studies include significant contact hours between instructor and student, clear outcomes and objectives for the course, and a well-balanced grading scheme.

(1) Course Title: No more than 45 characters in length including spaces;

(2) Instructor Contact Hours: E.g. 3 hours per week for 13 weeks = 39 contact hours;

(3) Requirements: E.g. lab/field work vs. reading/literature review; technical vs. synthesis paper; report size; individual discussion vs. seminar presentation;

(4) Grading: Indicate % of the final mark that is allocated for discussion, draft report, final report, presentations, etc.

(5) Deadline Dates: Deadline dates should be established for each area required for the course. A final course grade must be submitted during the final examination period. If a grade is not submitted by the instructor, the appropriate undergraduate administrative personnel in each Department will assign a grade of “incomplete” (IN). Under those circumstances, it is the instructor’s responsibility to submit a final grade, to the Department, within 10 days after the end of the final examination period for the term in which the student was registered in the course (as per Section 23.5.3 [6] of the calendar). If this timeline cannot be met due to extenuating circumstances, you must submit a request an extension, providing due explanation as to why an extension should be granted, through the Department to the Associate Dean (Academic). Extensions may be approved up to a maximum of four months after the end of the term. If a final grade has not been submitted from the instructor by the end of the extension period, a grade of “NC or F1” will be assigned by the Department.

Note: Individual studies should not be routinely used to upgrade undergraduate courses to the graduate level. Where this occurs on a regular basis, instructors should dual list the course at the graduate level, with clear documentation in the course outline on the amount of incremental course work to be done.