



COMPENSATION FOR INDEPENDENT STUDY COURSES

Policy Id:

US.003 – Compensation for Independent Study Courses

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COMPENSATION FOR INDEPENDENT STUDY COURSES

*Developed by the Faculty Senate, the Provost, the PSC, and Approved by the College Council in 1990.
Reaffirmed by Unanimous Vote of the Faculty Senate on May 10, 1996.*

1. For every ten Independent Study courses that a faculty member teaches, three credits of released time will be granted. An Independent Study course is hereby defined as single student enrolled in an “Honors Reading” course, a “By Arrangement” course, a “Special Topics” course, an “Individual Reading” course, an “Honors Tutorial” course, a “Selected Topics” course, or an “Independent Study” course, or any other such course which involves a special arrangement between the instructor, a student, the department chairperson, and the Dean for Admissions and Registration.
2. A faculty member may teach a maximum of two Independent Study courses each fall and spring semester. A faculty member may teach a maximum of one Independent Study course (i.e. one student) each summer semester.
3. Those faculty who teach in the doctoral program may not exceed a total of ten (undergraduate and graduate) independent study courses/mentoring projects during each academic year.
4. The ten Independent Study courses can be accumulated over as long a period of time as the faculty member chooses (four semesters, twelve semesters, twenty semesters, etc.).
5. Only full-time members of the faculty can be compensated for teaching Independent Study courses.
6. The student must complete a research paper, or the equivalent, which shall be kept on file in the Office of the Dean of Undergraduate Studies until such time as the faculty member has accumulated the requisite ten Independent Study courses that merit three credits of released time as compensation.
7. If the course is given during the fall or spring semester the faculty member must meet with the Independent Study student at least one hour each week (or two hours every two weeks). If the course is given during the summer semester, the faculty member must meet with the Independent Study student at least two hours each week, or the equivalent so that the total number of meetings is fourteen hours. The faculty member must document, at the end of the semester, the number of meeting hours that took place during the semester on a form developed by the Faculty Senate in cooperation with the Dean for Admissions and Registration, and approved by the Professional Staff Congress/CUNY.

If two students are enrolled for Independent Study courses with an instructor, the instructor has the option to either meet with each student separately for an hour each week (or the equivalent) or to meet with the two students together for a period of two hours each week (or four hours every two weeks).

8. The current procedure by which a student enrolls in an Independent Study course would remain.
9. No course that is scheduled to be offered by an academic department may be offered as an Independent Study course during that same semester, unless the course is required for the student to graduate and unless the regularly scheduled course is offered on such days or at such times that the student can under no circumstances attend. The Department Chairperson and either the Dean of Undergraduate Studies or the Dean for Admissions and Registration shall determine if such conditions exist and shall determine whether the Independent Study course may be given.
10. If at some time in the future the College determines that there is a need to review this Independent Study course policy, the Faculty Senate shall be so informed and changes shall take place only after negotiation with the Professional Staff Congress/CUNY. Under no circumstances shall faculty members lose accumulated Independent Study credits toward compensation.