Tulane School of Social Work  
Master of Social Work Program  
Policies and Procedures Manual  

Name of Policy: INDEPENDENT STUDIES  
Date: 5/14/04

POLICY STATEMENT:

Tulane School of Social Work allows Independent Study on a highly selective basis in the following circumstances:

a) If the Independent Study does not supplant a required course;
b) If the Independent Study does not replicate an elective already offered;
c) If the Independent Study can uniquely achieve requirements for graduation or
d) If the Independent Study can promote the student’s deeper learning or integration of
   content relevant to their current field practice or area of specialty;
e) If scheduling conflicts beyond the control of the student have precluded their being able
to register for a recommended elective;
f) If the Independent Study occurs after the equivalent of two full-time semesters of course
   work have been successfully completed by the student;
g) If the student has demonstrated academic and personal capacity to work at a graduate
   level without close supervision; and
h) If there is a qualified full or part-time faculty member to facilitate the Independent Study.

PROCEDURES:

When a student wants to engage in an Independent Study, the following procedures are to be followed:

1. The student contacts the dean of the School in writing to outline the rationale for the
   Independent Study. The dean determines whether the basic requirements in the policy
   statement above are satisfied, and may make recommendations for a particular instructor.
2. Provided the student receives permission to pursue the study, he or she then contacts an
   appropriate instructor to request that they facilitate the Independent Study. The instructor
   is under no obligation to agree to facilitate the Independent Study.
3. Provided the instructor does agree to facilitate the Independent Study, the instructor and
   student collaborate to outline the course, including a brief description with learning
   objectives and course requirements. (See form that follows.)
4. The requirements are specifically recorded on the “Contract for Independent Study”
signed and dated by the student, instructor, and the dean of the School. Specific due dates
   are recorded on the contract.
5. The instructor will provide one copy of the signed and dated contract to the TSSW
   Internal Registrar who will file the document in the student’s file, send one copy to the
   student’s advisor, and make one copy for the instructor’s personal files.
6. The instructor will grade the resulting work and turn in that grade to the TSSW Internal
   Registrar according to the due dates for grades for the given semester. The instructor will
   be available by phone, e-mail or in person for feedback and guidance for the student.
during the Independent Study. It is the student’s responsibility to initiate contact for questions, feedback, or clarification from the instructor.

7. In cases of extended time being granted due to ADA accommodation or other extraordinary circumstances, the same form and procedures are followed, with the exception of a possibly extended timeline for completion of assignments. The timeline must be communicated to the TSSW Internal Registrar in writing. The Internal Registrar will then communicate appropriately with the Associate Dean, the Office of the University Registrar or other entities as appropriate.

[Note: ADA accommodation is registered by the student through the Office of Disability Services, Educational Resource Center. See the Student Handbook for specific University procedures for such accommodations.]
CONTRACT FOR INDEPENDENT STUDY (SW783)

Name of Student__________________________________________I.D.#_____________

Name of Instructor__________________________________________________

Title of Course_____________________________________________________

Brief course description:

Learning Objectives:

At the end of the course, the student should be able to:

1. 

2. 

3. 

Requirements and due dates:

Signed________________________________________________Date______________

Student

Signed________________________________________________Date______________

Instructor

Signed________________________________________________Date______________

Ron Marks, Dean