



VANGUARD UNIVERSITY OF SOUTHERN CALIFORNIA

Request for INDIVIDUAL STUDIES 480/580/680

For Office Use Only

Date Rec'd ____/____/____
Cum Hours _____
θ Junior θ Senior θ Grad
GPA _____ Verified by _____

ID#: _____ Name: _____ Phone: (____) _____ - _____

Box: _____ Address: _____
Street Address City State Zip

Year: _____ Declared Major: _____

Academic Session: _____ Fall _____ Spring _____ Summer

Policy and procedure regarding Individual Study Courses 480/580/680:

1. Individual Studies 480/580/680 are designed for junior, senior, or Graduate students having a cumulative grade point average of 3.0 or above to allow personalized research within their major to meet specific academic needs not provided by the regular curriculum.
2. The course is initiated by the student who agrees on its content with an appropriate instructor. Approving signatures are required from the appropriate Department Chairperson or Grad Director and the Registrar. **Individual studies carry an additional fee beyond regular tuition.**
3. Individual Studies 480/580/680 are offered only by regular faculty members and can be taken only by regularly matriculated students. A maximum of three credits in Individual Studies may be taken in any given semester, and a total of 12 credits in Individual Studies may be applied to the baccalaureate degree at VUSC. Only one course of no more than 5 units of Individual Studies may be applied to a graduate degree.
4. The course must be completed within the time schedule of the regular academic term, whether Fall or Spring semester, or a Summer session. This means that the Individual Studies 480/580/680 course both begins and ends within the academic term.
5. **This application does not constitute registration for the course.** The student must complete registration at the Office of the Registrar as part of the usual registration process for the academic term in which the course is taken.
6. A written prospectus of the proposed study must be submitted with this application. It should observe the following guidelines:
 - a) State the objectives, resources, procedures, and basis of evaluation for the individual studies proposed.
 - b) Specify the required reading. Approximately 750 pages per credit may, when justified on the prospectus, be adjusted up or down.
 - c) List all written work required: Essays, papers, project reports, organized notes, problem-type exercises, or annotated bibliographies.
 - d) Outline a schedule of conferences and assignment completion dates. A minimum of two conferences per credit is the norm.
7. **This form must be submitted to the Office of the Registrar, together with the prospectus and registration materials.**

Course:

Dept #	Title of Subject	Instructor	Credits
Approved: _____			
	Signature of Instructor		Date
Approved: _____			
	Signature of Department Chairperson, Dean, or Grad Prog Director		Date
Approved: _____			
	Signature of Registrar		Date
Agreed to by: _____			
	Signature of Student		Date