Procedure Statement

The Graduate Council establishes basic standards for graduate level courses as independent study courses for degree programs at Texas A&M University-Commerce.

Reason for Procedure

This procedure documents the requirements for graduate level courses as independent study courses for degree programs.

Procedures and Responsibilities

1 Individual study courses are offered at the graduate level when the student cannot obtain the course work, research or direction in an organized class. Approval to enroll in individually arranged 'x89' courses must be granted by the department head and instructor prior to registration for the class.

2 Each department will formulate a set of criteria to be met in all of its individually arranged 'x89' courses. Such criteria will include the purpose of the individual study and the departmental expectations of the student. A written syllabus of academic objectives or goals and an outline of planned student/instructor interaction will be established for each course.

3 Departments will maintain files containing evidence of work accomplished in each individual study course.

4 The maximum number of individually arranged 'x89' hours permissible toward a graduate degree program will be as follows:

4.1 Master's program up to 25%,
4.2 Doctoral degree programs (excluding master’s credit)—twelve. Exceptions must be initiated in writing by the department head and approved by the appropriate academic dean and the Dean of the Graduate School.

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**Related Statutes, Policies, or Requirements**

Suspends University Procedure 11.04.99.R0.25 *Graduate Level Courses by Independent Study*

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