

OIGS Policy Proposal 2019.2 – required reporting schedule for all independent study/reading/research course listings

I. Background

Currently, most (if not all) of ESF's course listings for independent readings (typically XXX X95), independent study or independent research problems (typically XXX X98) are silent on how or when work is to be reviewed, discussed, or reported on between student and instructor. Current federal regulations associated with financial aid make this relatively "laissez faire" approach untenable, and to come into compliance, the college must institute a fairly specific and prescriptive set of guidelines to apply to all coursework *that may not currently have regularly scheduled physical or virtual meeting times.*

II. Proposed college policy specifying minimal meeting or reporting requirements for all non-regularly scheduled ESF courses, as well as requirement to include starting and ending dates consistent with the scheduled academic term.

Proposed is a policy to require new language to be inserted into each college course description for all current or future courses of an "independent" nature as noted above including, but not limited to:

- XXX X95 – Independent or Selected Readings
- XXX X98 – Independent Study
- XXX X98 – Research Problems or similar
- XXX X98 or XXX X20 or XXX X29 – Internship

Each of these types of courses which may now lack a defined meeting schedule must include the following required language in the catalog course description, and be incorporated in more specific detail in all associated course syllabi:

Students shall report their activities to their instructor on a weekly basis for the duration of the course.

Furthermore, several current course catalog descriptions suggest that some of these or other courses may be started at "various times during the semester." Federal regulations for colleges and universities maintaining a "term" scheduling structure prohibits such language or practice. All language in the course catalog suggesting or specifying this practice shall be removed with the implementation of this policy.