

**DIRECTED/INDEPENDENT STUDY COURSES  
AND COURSES BY SPECIAL ARRANGEMENT**

**PURPOSE**

To define the criteria to register for a Directed/Independent Study course or course by special arrangement.

**POLICY**

Students desiring to enroll in departmental Independent Study projects must register for the course by filing an Independent Study/Course by Special Arrangement form, available from the Student Administrative Services Center or the Division of Graduate and Continuing Education, as appropriate. This form requires a description of each project and must be approved by the faculty member, department chairperson, and the appropriate dean. FRESHMEN ARE INELIGIBLE. Students may take only one Independent Study in any given semester and not more than four in their undergraduate work at Westfield State University. Students must register for the Independent Study credits by the last day of the published add/drop period.

**REVIEW**

This policy will be reviewed annually by the Vice President for Academic Affairs.