

BACHELOR OF SCIENCE (or ART) IN INDIVIDUALIZED STUDIES PROGRAM

Eastern Michigan University offers undergraduate students (except Second Bachelor's degree students) an opportunity to develop their own program of study, when existing majors and minors do not satisfy their educational needs and goals. The Individualized Studies Program fulfills major and minor requirements for graduation; however, the student must still meet all other conditions for graduation, including general education course work, minimum credit hours and residency requirements. This program is a non-teaching degree and students should consider their goals carefully if they plan to add certification at a later time.

The Individualized Studies Program has certain conditions:

1. The Program consists of 60-63 credit hours, with a defined focus. At least 15 credits of the total program must be in 300/400-level course work taken through Eastern Michigan University (in most cases, each area should have some advanced work).
2. Each program must have three areas of concentration, with a minimum of 20 credits in each area. Each concentration may be from one department or from several different departments/colleges, if there is a common thread to the courses selected.
3. In certain instances, faculty review and approval will be necessary prior to submitting the program proposal, especially where departmental or college restrictions apply. Certain courses may be excluded from a program due to student ineligibility, such as many of the education courses.
4. Graduate-level (500) courses may on occasion be applied, if the student receives Graduate School approval. However, the course will substitute for one of the 300-level courses only when the course is equivalent to an undergraduate course of 300-level or above.
5. Although numbered at the 300/400-level, ESLN courses will not apply as part of the 300-level requirements, as these courses are beginning level in content.

Students interested in an Individualized Studies Program should contact the Academic Advising Center at 301 Pierce Hall, or write to the Coordinator of the Individualized Studies Program at academic.actions@emich.edu or call 734-487-3148. The first step is to develop a program proposal (forms are available through Academic Advising). Once a proposal has been designed and approved by the Director of Course and Program Development, the student will work with the Coordinator of Individualized Studies in the Academic Advising Center until graduation. Near the completion of course work, the student and the coordinator will submit a final draft for approval to the director. The final, approved program will then be forwarded to Academic Records for review of the graduation audit.

INDIVIDUALIZED STUDIES REFERRAL FORM

STUDENT NAME: _____

STUDENT NUMBER: _____ DATE: _____

I have recommended that the above-named student explore developing an Individualized Studies Program, to address his/her educational needs and goals. This student needs to develop such a program of study because of special circumstances. These circumstances relate to one or more of the following:

Specific majors do not exist which address this student's educational/career objectives. I encouraged the student to explore the option of ISP.

This student cannot meet specific conditions for continuing or completing the current program of study. These conditions may include an inability to complete certain course work, or may be due to grade point average restrictions or other policies. Since a failure to meet these conditions prevents this student from completing the current program of study, I am recommending the development of an ISP to allow this student to graduate.

This student and I wish to expedite completion of a bachelor degree so that he/she can enter a graduate program of study as soon as possible.

I understand that the Individualized Studies Program has been developed to address specific educational and career objectives and it may be limited in recognition and marketability. I have explained this to this student. Also, I have explained that this is a non-teaching program, which may restrict or prevent admission to a program within education at a later time.

------(For Faculty Use Only)-----

Signed: _____ Date: _____

(Print) Name: _____

Department: _____

College: _____

**EASTERN MICHIGAN UNIVERSITY
INDIVIDUALIZED STUDIES PROGRAM**

PROPOSAL REQUEST FORM

NAME: _____ **STUDENT NO.:** _____

ADDRESS: _____
(Number and Street)

(City) (State) (Zip Code)

PHONE NUMBER: (_____) _____ **E-MAIL ADDRESS:** _____

To the Student: Complete each of the following:

1. Attach a prepared statement, explaining your reasons for developing an Individualized Studies Program (ISP).
2. Complete the Program Draft form with the ISP Coordinator.
3. Attach any relevant supporting documents (such as support letters or referrals from academic departments or research into your career plans).

I am requesting that Eastern Michigan University allow me to pursue a bachelor of science/art degree in the Individualized Studies Program. I understand that this program will replace prescribed majors and minors; I must still fulfill all other requirements for graduation as described in the University's Undergraduate Catalog. I also understand that this degree is a non-teaching degree and that there is no assurance of career/job placement once I have completed this ISP degree.

Signed: _____ Date: _____

[Note: Only the ISP Coordinator has the authority to develop a program of study with you, although you may seek the input of faculty and other appropriate individuals.

Your request will be reviewed by the Provost or his/her designee. If approved, you will follow this program plan to complete your degree. Upon completion of all proposed course work, your program will be resubmitted for final approval. Once approved, an official copy of your program will be placed on file with Academic Records and a copy will be sent to you for your records.]

Approved: _____ Date: _____
(Provost/Designee)