

## Policy and Procedure

Policy Number: 239 Date: January 24, 2011

**Revision Date:** 

Division/Department: Academic Affairs

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Subject: Individualized Studies

Authorities: MnSCU Academic Programs Policy 3.36 and Procedures 3.361;

MnSCU Individualized Studies Guidelines

#### Purpose:

To establish policies and procedures for awarding individualized programs. The purpose of the individualized studies degree is to provide students with the opportunity to specialize in two or more academic areas. As more industry partners and students identify niche needs and skills, these flexible degree options provide the rigor and focus needed for individual student's career goals that are not represented in other degree offerings. This flexible degree program requires consultation with an industry representative and Pine Technical College faculty to assist in course selection for a coherent program of study that meets industry needs.

### Policy:

A student who in consultation with the student's advisor determines an unusually specialized program is appropriate to meet the student's career goals will work with the advisor to plan an individualized studies program that reflects the student's professional and personal goals. After the initial consultation, the student will construct with an advisor, other faculty, and industry representatives a degree plan that meets both the requirements of MnSCU's "Design Criteria for Undergraduate Individualized Programs" policy and Pine Technical College's requirements for a degree

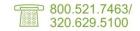
 $(\underline{http://www.academicaffairs.mnscu.edu/academicprograms/instructions/ginstruction-individualized.pdf})$ 

Once the required procedures are completed, the degree plan will be filed with the Registrar.

#### Procedure:

The following are the procedures for an individualized studies degree:

- The student will contact his/her advisor with a preliminary plan for degree development
- In consultation with the student, the advisor will identify other possible faculty and/or industry representatives to further assist the student in degree planning
- The advisor will assist the student in the development of the proposal; the proposal must include justification for specialization and a list of courses which meet the individualized studies degree requirement
- The student will obtain the approval and signature of the Department Chair from each department the student lists courses for the proposed degree and from involved industry partners
- After obtaining the Department Chair(s) signature(s), the student will obtain the approval and signature of the Chief Academic Officer











- When all of the required individuals have approved and signed the plan, the degree plan will go on file with the Registrar
- After successfully completing the degree plan, the student will be eligible for graduation

**Individualized Program Design Criteria for Specific Awards** 

		Diploma	Associate in	Associate in
			Applied Science	Science
Credit Length		31-45	60	60
Curriculum	Multidisciplinary	Minimum of 9	Minimum of 9	Minimum of 9
Design		credits required	credits required in	credits required
		in at least 2	at least 2	in at least 2
		unrelated areas	unrelated areas of	unrelated areas
		of study	study	of study
	Interdisciplinary	Minimum of 9	Minimum of 9	Minimum of 9
		credits required	credits required in	credits required
		in at least 2	at least 2	in at least 2
		thematically	thematically	thematically
		related areas of	related areas of	related areas of
		study	study	study
	Intradisciplinary	Minimum of 32	Minimum of 32	Not Applicable;
		credits from one	credits from one	requirements
		area of study	area of study	defined by the
				articulation
				agreement
Transfer		An articulation	An articulation	An articulation
		agreement may	agreement may	agreement is
		be arranged	be arranged	required;
				articulation with
				a system
				university is not
				required

# Responsibilities:

Responsibilities are assigned according to the procedures established above.

#### Dissemination:

Each Division Chair will be responsible for disseminating the policy to Program Faculty in his/her division. Copies will be posted on the Pine Technical College website.

Reviewed by Campus Roundtable: 01/03/2011; 01/24/2011

Reviewed by Faculty Shared Governance: 01/12/2011

Approved: 1/24/2011







