

Policy and Procedure

Policy Number: 239

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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

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