

*Department of Agricultural, Food and Nutritional Science*

***INDIVIDUAL STUDY FORM***

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Note: Any recommendation for use of AFNS 500, Individual Study, AFNS 602, Graduate Reading Project, AFNS 603, Graduate Research Project, AFNS 900, Directed Research Project (Course-based Masters) must have final approval from the AFNS associate Chair, Graduate Programs.

Effective for MSc thesis-based and PhD students admitted Winter 2019 and on, students are only permitted to register for one 3-credit individual study course. Permission to take additional credits as an Individual Study course requires approval by the AFNS Associate Chair, Graduate Programs.

Please note: Extra fees will be applied to thesis-based programs for courses taken in Spring/Summer terms.

***Student Information***

Student Name

Id Number

E-Mail

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***Course Information***

Course Abbreviation

Thesis Project Title and brief description

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Term

Circle One:    Fall       Winter       Spring       Summer

Course Title<sup>(1)</sup>

(55 character maximum)

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Description

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Objectives

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Instructor Contact Hours<sup>(2)</sup>

Requirements<sup>(3)</sup>

Grading<sup>(4)</sup>/Deadline Dates<sup>(5)</sup>

I confirm that this project is NOT related to my thesis research project (GFC 30.3.2(2)d)

I have read section <sup>(5)</sup> below and confirm the project will be completed within the time limit outlined.

### *Signatures*

Student Signature

Date

Course Instructor (please print)

Course Instructor Signature

Date

Supervisor Signature

Date

AFNS GPC Faculty Member  
Signature

Date

### **Instructions for Completing Form**

Well designed independent studies include significant contact hours between instructor and student, clear outcomes and objectives for the course, and a well-balanced grading scheme.

<sup>(1)</sup>**Course Title:** No more than 55 characters in length including spaces;

<sup>(2)</sup>**Instructor Contact Hours:** E.g. 3 hours per week for 13 weeks = 39 contact hours;

<sup>(3)</sup>**Requirements:** E.g. lab/field work vs. reading/literature review; technical vs. synthesis paper; report size; individual discussion vs. seminar presentation;

<sup>(4)</sup>**Grading:** Indicate % of the final mark that is allocated for discussion, draft report, final report, presentations, etc.

<sup>(5)</sup>**Deadline Dates:** Deadline dates should be established for each area required for the course. A final course grade must be submitted during the final examination period. If a grade is not submitted by the instructor, the appropriate undergraduate administrative personnel in each Department will assign a grade of “incomplete” (IN). Under those circumstances, **it is the instructor’s responsibility to submit a final grade, to the Department, within 10 days after the end of the final examination period for the term in which the student was registered in the course** (as per Section 23.5.3 [6] of the calendar). If this timeline cannot be met due to extenuating circumstances, you must submit a request an extension, providing due explanation as to why an extension should be granted, through the Department to the Associate Dean (Academic). Extensions may be approved **up to a maximum of four months after the end of the term**. If a final grade has not been submitted from the instructor by the end of the extension period, a grade of “NC or F1” will be assigned by the Department.

*Note: Individual studies should not be routinely used to upgrade undergraduate courses to the graduate level. Where this occurs on a regular basis, instructors should dual list the course at the graduate level, with clear documentation in the course outline on the amount of incremental course work to be done.*