



## **POLICY STATEMENT 38**

### **ACADEMIC CREDIT FOR INDIVIDUAL OFF-CAMPUS STUDY**

#### POLICY DIGEST

Monitoring Unit: Office of Academic Affairs  
Initially Issued: September 30, 1991

#### **I. PURPOSE**

To prescribe guidelines for regularly matriculated students taking courses consisting of field internships, practical, independent study, and research activities that are sometimes offered at off-campus or out-of-state locations. These courses are few in number; all of them are officially approved courses; and all are listed in the *General Catalog*. (This policy does not apply to courses offered through the Division of Continuing Education.)

#### **II. DEFINITIONS**

"Regularly matriculated students" are those who have been duly admitted to the University, who are participants in an established program of the University, and who are eligible to register for courses.

#### **III. GENERAL POLICY**

Under certain circumstances, regularly matriculated students may receive resident academic credit for course work completed at an off-campus site. Some courses are designed to afford practical field experience at an appropriate location, such as a forest, library, hospital, or industry, and are taught only at off-campus sites. In other cases, students may, with appropriate advance approval, engage in independent study at a remote site to earn credit for a course which is ordinarily taught on campus.

A. The following guidelines apply to:

1. Courses designed to be completed at off-campus sites
2. Independent-study experiences which students or faculty propose as special cases:
  - a. The course must be related to an academic discipline and must be a learning experience in that discipline.
  - b. An undergraduate student's off-campus course work must be supervised at the site by an agent who agrees in advance to provide a written report of the student's accomplishments. The report must be submitted to the faculty member responsible for evaluating the student's work in time for grades to be issued within the normal schedule for submission of grades for the term in which the work is done. The work must be evaluated by an LSU faculty member who must have access to all aspects of the student's work, and who will assign a grade for the work.
  - c. The student must submit a written report to the faculty member responsible for evaluating the off-campus course. The report is due in a timely manner, as indicated above for grades.

- d. Unless the course is normally offered at an off-campus site and is so described in the catalog, the student must obtain written approval from his dean prior to beginning the off-campus work for credit.

#### **IV. SOURCE**

Faculty Senate Committee on Improvement of Instruction, memorandum of May 10, 1976, to Office of Academic Affairs.