

**Title: Independent Study Policy**

- ☐ **Initial Action:**
  - ☐ **Board Resolution:** 16-024, 19-048
  - ☐ **Last Revised**
    - **Policy:** 05/2019
    - **Procedure:** 12/6/2023
  - ☐ **Last Reviewed:** 12/6/2023
  - ☐ **Effective:** 4/9/2014
  - ☐ **Next Review:** 12/2026
  - ☐ **Responsibility:** Academic Programs
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**POLICY:**

The Independent Study is a course for academic credit that offers students equivalent educational content to existing courses and/or individualized content. This method of instruction is to be used in the case of extenuating circumstances when the student does not have the opportunity to earn credit for the required course in another semester.

**PROCEDURE:**

Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this policy/procedure every three years or as needed.

**Registration and Scheduling**

A request for Independent Study must be submitted in writing to an academic advisor who will forward the Independent Study Registration Form (Appendix A) request to the appropriate department chair for approval. The department chair will submit the form to the appropriate academic administrator for final approval. If the administrator approves the request, and a faculty member is available for instruction, the student enrolls for the independent study.

**Student Load**

The Independent Study course is considered part of the student's academic load for the semester and subject to all institutional policies regarding payment of tuition and fees and student overload. Costs are the same as on-campus courses.

**Faculty Assignment**

Independent Study may be assigned to full-time faculty members to complete their full-time teaching and/or professional contractual agreements, as determined mutually by the administration and the instructor. No instructor with a full professional load will be assigned in the Independent Study program without mutual agreement on the assignment. Full-time faculty members will be given first choice for assignments in the Independent Study program. The faculty member and student will complete the Independent Study Contract (Appendix B).

## APPENDIX A

### INDEPENDENT STUDY REGISTRATION FORM

☐ Fall 20\_\_\_\_

☐ Spring 20\_\_\_\_

☐ Summer 20\_\_\_\_

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Student's Phone #: \_\_\_\_\_ Student's Email: \_\_\_\_\_

#### **STEP 1: Student meets with Advisor to complete the applicable sections and sign the form**

Course Number and Title: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Reason for making request (please explain): \_\_\_\_\_

\_\_\_\_\_

#### **STEP II: Advisor signs form, adds comments, and sends form to Department Chair**

#### **STEP III: Approval/denial of Department Chair and Academic Dean**

☐ Approved (if approved, forward to Academic Dean) ☐ Denied (if denied, notify Advisor)

Department Chair's Signature: \_\_\_\_\_

Academic Dean's Signature: \_\_\_\_\_

#### **STEP IV: Department Chair contacts instructor for approval**

Instructor's name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Official Start Date for Course \_\_\_\_\_ Official End Date for Course: \_\_\_\_\_

#### **STEP V: If approved, Department Chair sends completed form to Academic Programs**

#### **STEP VI: Academic Programs forwards form to Admissions Office to process course master**

#### **STEP VII: Registration Office notifies student**

#### **STEP VIII: Student makes payment for course**

#### **STEP IX: Instructor contacts student to complete Independent Study Contract (Appendix B)**

Note: This document serves as the course master

## **APPENDIX B**

### **INDEPENDENT STUDY CONTRACT**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

#### **Student's Commitment**

I, the undersigned, understand that I am to complete the course requirements by the end of the semester listed below

Semester and year of enrollment: \_\_\_\_\_

Course title and number: \_\_\_\_\_

Number of credit hours: \_\_\_\_\_

Completion date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor maintains a copy of this signed independent study contract.

#### **Outline of Student Assignments and Responsibilities**

The student and instructor should have a clear agreement on the required assignments and responsibilities for the successful completion of the independent study. Before beginning the course, please list below the outline and due dates of student assignments and responsibilities: