**DEFINITION**

## Independent study is reserved for rare circumstances where a student’s program sequence is disrupted and a specific course is needed to graduate or progress timely. An Independent Study contract must be completed by the faculty and the student and specifically address the course objectives, expected outcomes, assignments to be completed, hours expected to be completed with the faculty and hours expected to be completed independently. Courses that are heavily dependent on completion of laboratory exercises do not usually qualify for Independent Study. Independent study contracts must be approved by the Dean or Chief Academic Officer. Students can take no more than two courses through Independent Study per program. The dates of the Independent Study may not cross over terms.

**ELIGIBILTY**

Applicants to take courses through independent study must meet the following criteria:

* Currently enrolled with a GPA of 2.0 or greater.
* Have not failed an Independent Study course.
* Have approval from a faculty member to complete the course through Independent Study.
* Complete the Independent Study Contract and receive approval from the Dean or CAO

**INDEPENDENT STUDY (IS) CONTRACT**

**Student** Name

**Info**

Address

Telephone Email Address

Program

**Program**

**Data** Current credential type: ( ) C – Certificate ( ) A – Associate’s ( ) B – Bachelor’s ( ) M – Master’s

Start DateEnrollment Status: ( ) F – Full Time( ) P – Part Time

Credits Attempted: Credits Earned: CGPA:

Anticipated college graduation date:

**Independent** Course to be taken through Independent Study:

**Study**

**Course Hrs.** # of lecture hours: # of lab hours: # of quarter credit hours:

**IS** Has a faculty member agreed that this course can be offered through IS? ( ) Yes ( ) No

**Faculty**

**Approval** Faculty member assigned to offer the IS:

**IS** Proposed IS course start date: Proposed IS course end date:

**Plan**

List the course objectives to be completed through IS:

 # of hours to be completed synchronously with the faculty and student together:

 # of hours of work expected to be completed by the student independently:

 Total # of hours of work required for this course\*:

\*for every quarter credit awarded, students must complete 30 hours of work including such items as reading, research, writing, note taking, case studies, mathematical equations, completing workbook assignments, testing, studying, or engaged with an instructor. Therefore the “Total # of hours box” should reflect the number of quarter credit hours to be awarded in the IS course x 30. The work required of the student should be commensurate to the number of hours required.

**Work**  The following work is expected from the student to pass this course: Assignment due dates:

**Expectations**

 Dates of Quizzes or examinations:

**Student**

**Agreement**

I hereby agree to the terms of this Independent Study Contract. I understand that my failing to meet with the faculty as agreed or complete the assignments in a timely manner will result in my failing of this class and prohibition from taking other IS courses in the future.

 I understand that for every quarter credit awarded I am responsible for completing 30 total hours of academic work.

 Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty**

**Agreement**

I hereby agree to work with the student to fulfill this Independent Study Contract. I understand that for every quarter credit awarded the student is responsible for completing 30 total hours of academic work and I attest that my expectations for this course are equivalent to that workload.

 I agree to keep the Dean and Registrar apprised if the student stops fulfilling the requirements of this Contract and to submit a grade and evidence of work for this course by the Sunday following the course completion date.

 Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contract**

**Approval or Denial**

( ) IS Contract Approved

 ( ) IS Contract Denied

 Dean or CAO Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Internal Use Only:*

4 copies of the approved or denied contract should be made and distributed to:

1. Registrar; 2. Faculty; 3. Dean; 4. Student

Registrar procedure:

* Upon receipt of an approved IS contract the Registrar will create a custom course in CV using the start and end dates indicated on the form. (Verify that that dates to not cross over terms).
* File a copy of the IS Contract in the student file.

Faculty procedure:

* Keep a copy of the IS contract
* Assess IS students the same as other students taking this course.
* Notify the Dean and Registrar immediately if the student does not attend scheduled in-person meetings.
* Submit a final grade along with either the completed final exam or copy of a comprehensive project as evidence of the work completed in this course.