

INDEPENDENT STUDY POLICIES AND PROCEDURES

1. **Advanced:** Independent Study was designed so a student can pursue an advanced course with faculty guidance, or remain in a small class that might otherwise be withdrawn. Under emergency measures, a student may inquire about taking a course that is needed. Examples of need include upcoming graduation, completion of certificate, or a course not being offered again for at least a year. **It cannot be used to complete a grade of "I" or "W" or to repeat a course for a higher grade.**
2. **Difficult:** Independent Study is difficult. It requires a firm foundation in a field or major, faculty approval, and a dean's approval.
3. **Plan:** Potential independent students should prepare a brief plan or schedule for faculty consideration. Faculty may modify the original syllabus for a small class being withdrawn.
4. **Approval:** If a faculty member is willing to work with the student, he or she considers the student's plan, the official course syllabus, and the likelihood of student success. Ideally, teacher and student should have known each other over a period of time so the teacher can assess the student's inclination and ability to independently pursue advanced study.
5. **Procedures** for individual students pursuing independent study:
 - A. Review the information above and decide about pursuing independent study.
 - B. Obtain a registration form from the Academic Outreach office, B260.
 - C. Locate an instructor who will discuss independent study with you.
 - D. If the instructor agrees to work with you, return registration form with **student's, instructor's, and dean's signatures** to the Academic Outreach office.
 - E. Academic Outreach will call you when the class appears on the schedule.
 - F. Pick up the form from the student pick-up basket in the Academic Outreach office, B260, and take to the Registration Office in the College Center.