



Independent Study Procedures & Contract

“Independent Study” requires that the student work independently of the faculty member (instructor) on assignments and/or projects that will measure a student’s success in achieving course objectives/competencies. The “independent study” format relies heavily on the student’s own initiative, the availability of resources to which the student has access, and a minimal amount of ongoing monitoring or instruction from the faculty member. The course must be qualitatively consistent with all other campus courses and must appear on the student’s semester schedule. Independent study does not mean that the course is a distance education course.

Guidelines and Information With approval from the Academic Dean, independent study is an option for only those students who meet the following criteria:

1. Are in good academic standing as of the previous semester of college enrollment
2. Are unable to schedule the course as offered on the schedule of classes and who have extenuating “documented” circumstances or situations that prohibit scheduling the course in later semesters of enrollment
3. Have successfully completed courses that provide appropriate background to the independent study course

CONTRACT

Student Name: _____ Student ID # (LoLA): _____

Program/Degree Plan: _____

Course Prefix/No.: _____ Cr. Hrs: _____ Contract Semester: **(Circle One):** FALL SPRING SUMMER YEAR _____

Faculty Name: _____

Cumulative GPA: _____ as of _____. Scheduled hours this semester: _____

For course work, the student is required to:

- A. Complete all course assignments within the confines of the semester
- B. Turn in all projects and assignments by due dates prescribed by instructor
- C. Have access to equipment and other resources needed for completing coursework
- D. Meet and communicate throughout the semester with the instructor as directed
- E. Provide prior notice to instructor if unable to meet as previously specified and/or arranged with instructor
- F. Student is responsible for standard tuition and fees along with an additional \$20.00 per credit fee for Independent Study.

I, the undersigned, agree with the course work conditions noted above and understand that failure to comply with the course work conditions may result in a grade of “F” in the course.

Student Signature

Date

Dean Signature

Date

Vice Chancellor of Academic Affairs Signature

Date

Vice Chancellor of Student Services Signature

Date

For Office Use Only:

Student Accounts – Additional Fees: \$20.00 for each credit hour **Added to Account:** **YES** **NO**

Student Accounts Signature: _____
Date _____

RECORDED: _____
Registrar’s Office Date _____