

## (PROCEDURE)

<b>Procedure:</b>	Independent Study	<b>Procedure No.:</b>	AA4002.1
<b>Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	AA4002
<b>Procedure Owner:</b>	Academic Affairs	<b>Responsible Party:</b>	Registrar
<b>Approved:</b>	(May 30, 1995		
<b>Revised:</b>	November 29, 2000 August 2, 2011 May 15, 2012 June 30, 2020		

### Purpose:

The College offers two types of Independent Study:

- A **Guided Study** provides a student the opportunity to take an established College course independently but under the guidance of a faculty member. A typical rationale for a Guided Study is that a student needs to take a course to meet a degree requirement but is unable, for whatever reason, to attend the class meetings of any scheduled course sections or to take the course online. Further, the student's waiting to take the course in a later semester would prevent the student from graduating on time. A second rationale is that a student has registered for a course section, but the section is subsequently cancelled because of insufficient enrollment, and the student is unable, for whatever reason, to attend the class meetings of any other course sections in which seats are available or to take the course online. A Guided Study is not intended to supplant an established course.
- An **Advanced Study** provides a very able and highly motivated student the opportunity to explore a topic of study in greater breadth and depth than would be possible in an established College course.

### Procedure:

- Both Guided Studies and Advanced Studies are initiated by the student. (Guided Studies consequent upon low enrollment in a section of an established College course may, in fact, be initiated by a faculty member or by a Department Chair or Program Coordinator with the approval of the faculty member.) Guided Studies and Advanced Studies go forward at the discretion of the faculty member approached by the student; they are over and above the faculty member's teaching assignment.

- The faculty member and the student together create a Contract for Independent Study. The Contract for Independent Study must stipulate whether the student is full-time or part-time, whether the Independent Study is a Guided Study or an Advanced Study, and the number of credits to be awarded. It must also include the proposed completion date of the Independent Study. Generally, Independent Studies should not be initiated after the fifth week of the Fall or Spring semester and should be concluded by the end of the semester. Too, the Contract for Independent Study must present, in detail, the student learning outcomes of the Independent Study, the activities that will help the student to meet those outcomes, and the methods and measures to be employed to assess the student's performance. Attaching a course syllabus to the Contract for Independent Study may be useful with regard to Guided Studies. An Advanced Study is numbered 299; it must have a title that indicates its content and that is different from the title of an established College course.
- The faculty member and the student sign and date the Contract for Independent Study. The faculty member forwards it to the appropriate Department Chair/Coordinator.
- If the Department Chair/Coordinator approves the Independent Study, the Department Chair/Coordinator authorizes it by signing and dating the Contract for Independent Study and forwards the Contract for Independent Study to the appropriate Dean/Director.
- If the Dean/Director approves the Independent Study, the Dean/Director authorizes it by signing and dating the Contract for Independent Study and forwards the Contract for Independent Study to the Office of Student Accounts. A copy of the Contract for Independent Study is made and kept in the Dean's/Director's office.
- If the student is full-time, the student does not have to pay additional money for the Independent Study. If the student is part-time, the student will be billed by the Office of Student Accounts.
- When the part-time student has paid the bill for the Independent Study, the Office of Student Accounts forwards the Contract for Independent Study to the Office of the Registrar.
- The Office of the Registrar adds the Independent Study to the student's record and distributes copies of the Contract for Independent Study to the appropriate Dean/Director, the faculty member, and the student. Independent Studies should not proceed until the Dean/Director receives the green copy of the Contract for Independent Study. Receipt of the green copy of the Contract for Independent Study indicates that the part-time student has paid.
- When the student has completed the Independent Study, the faculty member forwards the grade to the Office of the Registrar. Guided Studies are transcribed as established College courses; Advanced Studies are transcribed with the course designator, the number 299, and the title of the Advanced Study.

- The filing of an Instructor Compensation for Guided and Advanced Study form initiates payment of the faculty member. The faculty member is paid per credit hour per student.

(See Alternative Procedure listed on next page)

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Reclassification (3.11)</i>	06/30/2020	DL	<i>Assistant to the President</i>

Alternative Procedure for Guided Studies that are a result of a course  
being cut due to insufficient enrollment

1. Department will print a class list for the course being cut due to low enrollment.
2. Department will modify the course section SSASECT as follows:
  - On the Meeting Times and Instructor tab:  
From the menu select record, remove, and save to remove Instructor line first and then the meeting days, times, and location line. (You may first want to note the days, times, bldg., room, and Instructor ID, before you remove the lines.)
  - On the Course Section Information tab:  
Change the section number to 99  
  
Change Schedule Type to IND. If this is not available contact the Office of the Registrar  
  
Uncheck Print box and Voice Response and Self-Service box
  - Go back to Meeting Times and Instructor tab to enter the days, times, bldg. and room if needed, and instructor. The Instructor's workload should be zero.
3. Department will change the contract type to "IS" on SIAASGN and the workload should already be zero.
4. If there are significant changes in the format and/or scheduling of the class the Department will contact the students to see if they want to be dropped from the course or participate in the Guided Study. Drop/Add forms will be completed for any student that wants to be dropped and requires the student's signature. A notation will be made on class list if student dropped or switched to another section or course.
5. Department will complete the "Contract for Independent Study" form. Put per class list next to student name. Obtain signatures from Faculty, Chair/Coordinator, and Dean. The "Contract for Independent Study" form will remain in the Department Office.
6. Department will initiate payment for the instructor at the end of the semester by submitting an "Instructor Compensation for Independent & Guided Study, Credit by Exam, Portfolio, and Applied Music" form to Student Accounts.
7. Instructor will submit grades for the student through MyCollege at the end of the semester.