

## 3357:13-13-04 Independent Study

An Independent Study method is available for students to obtain credit for an existing course (approved through the Curriculum Committee) that is not being offered a particular term. Independent Study is designed to allow students to complete a course that is required for graduation, completion of a prerequisite for a sequenced course, or completion of an approved certificate.

Under the direction of a faculty member, the student may take an existing course outside the traditional classroom. Instructional methods may include (but not limited to) on-line assignments, research papers, quizzes, mid-term examinations, final examination, and/or attending regular meetings with the faculty member. For successful completion of a course by Independent Study, the student will demonstrate his/her ability to master the course competencies as specified in the course syllabus. The faculty member will design a "Plan of Study" outlining the Independent Study course requirements to meet the course competencies and submit this plan to the Assistant Dean or designee for approval no later than the Thursday before the start of the semester.

Registration for an Independent Study requires approval of the following:

- faculty member;
- the Divisional Assistant Dean;
- Dean of Academic Services.

### (A) Qualifications/Criteria

- (1) Student Criteria. For a student to enroll in "Independent Study," the following criteria should be met:
  - (a) Completion of 40 or more semester credit hours and have a grade point average (GPA) of 2.67 (B-) or higher at North Central State College excluding proficiency credit. For certificate programs less than 40 hours, exceptions may be requested.
  - (b) A student will not be able to register for an Independent Study course during a term when the course is offered.
  - (c) A student will not be able to register for an Independent Study course if he/she has attempted the course previously and failed it.
  - (d) A student requires this course in order to graduate within the same semester that the Independent Study is taken/completed.
  - (e) Exceptions to these criteria will require approval by the Vice President of Academic Services. The Dean of Academic Services will be responsible for obtaining the Vice President's approval where warranted.
- (2) Faculty Qualifications/Limitations
  - (a) The instructor must have previously taught the course or be approved by the

Division Assistant Dean.

- (b) Faculty will not supervise more than 6 students on Independent Study per term.
- (c) Division Deans or Assistant Deans will not be permitted to perform Independent Studies.

(B) Labs

- (1) While working in a laboratory, all students must be under the supervision of an instructor. If lab work is required of an Independent Study course, the student must make his/her own arrangements with a laboratory instructor.
- (2) A student will not be allowed to remove lab equipment from the college.
- (3) A student doing lab work must pay all regular lab fees.

(C) Procedure

After the above qualifications have been met, the procedure will be as follows:

- (1) Student completes the front side of the Independent Study application and finds a qualified faculty member willing to coordinate/supervise the Independent Study.
- (2) Faculty are under no obligation to accept a student request for independent study. If a faculty member agrees to supervise the Independent Study, the faculty member:
  - (a) will sign/date the back side of the application and send to the division assistant dean for review and acceptance;
  - (b) begin to prepare a written "Plan of Study" for the course. NOTE: The written plan will be submitted to the Dean of Academic Services immediately upon notification of the final approval and no later than the first day of the term (see section for "Written Plan of Study" for details).
- (3) The Division Assistant Dean will review the Independent Study application and evaluate the student's qualifications, rationale and the faculty member's course load. The following will be reviewed, validated and updated on the application:
  - (a) Student's justification for needing the Independent Study. The Assistant Dean will determine if a viable substitute course is currently available or if the student can wait for the course to be offered during its next scheduled rotation. Consultation may be needed with Program Coordinator/Director for recommendations.
  - (b) Student's earned credits and current cumulative GPA.
  - (c) Student's transcript for any previous attempts for the specified course.
  - (d) Review Surcharge Fee section. If the student was registered for the course and the college cancelled the same course, the surcharge fee should be waived. Reasons for waiving the surcharge fee must be documented on the application.

The surcharge fee cannot be waived for the following reasons:

- The student needs the class to graduate.
  - The class is not offered this term.
  - The college cancelled the class in a previous term.
- (4) The Assistant Dean will indicate their acceptance or rejection of the request in the designated area on the application. If the request is declined, a detailed explanation must be entered on the application.
- (a) The Assistant Dean will deliver the independent study request to the Dean of Academic Services for review and final approval.
- (5) The Dean of Academic Services shall review all requests for independent study to ensure that all qualifications are met and to monitor the direct and indirect impacts to course scheduling initiatives.
- (a) The Dean of Academic Services will indicate their acceptance or rejection of the request in the designated area on the application. If the request is declined, a detailed explanation must be entered on the application.
- (6) The Dean of Academic Services will do the following:
- (a) Document the receipt of the independent study application into the tracking system.
- (b) If the independent study is accepted, work with the Student Records Office to ensure the creation of the independent study on the course schedule (section number = 40) and the enrollment of the requesting student.
- (c) Send copies of the independent study application to the Business Services Office and the Human Resources Office as appropriate.
- (d) Send notification messages (of acceptance or rejection) to the applicable Dean, Assistant Dean and faculty. If the independent study is accepted, information concerning the submission of the Plan of Study will be included (see section for “Written Plan of Study” for details).
- (e) Send notification message, for acceptances and rejections, to the student.
- (f) Store the independent study application in a central repository.
- (g) Monitor for the receipt of the Plan of Study documentation. Upon receipt, attach the Plan of Study to the applicable independent study application.
- (D) Written Plan of Study
- (1) Each independent study shall have a written plan of study. The plan of study can be included in the syllabus addendum but must contain the following elements:
- (a) Detailed contact information for the faculty.
- (b) Statement explaining the delivery format for the course. This statement should clearly explain expectations for in-person or virtual meetings, how, when, where course materials will be provided and methods student can utilize to gain assistance/support when needed.

- (c) Weekly calendar which provides details of activities, topics, assignments due for each week until the end of the term.
  - (d) Course expectations including but not limited to: grading/homework guidelines, late work submission procedures, examination procedures, re-takes/make-up procedures.
- (2) The Plan of Study document must be uploaded to the Canvas course on the same page as the master syllabus and addendum (if the plan of study is separate from the addendum). It is due on the first day of the term.
- (E) Instructor's Compensation
- (1) Instructor compensation for Independent Study is identified in Section 25.04 of the Association-American Association Of University Professors (AAUP).

Effective: May 28, 2024

Next Review: May 1, 2029

Review Dates: 8/22/12, 7/29/19, 5/28/24