

## 3357:13-13-04 Independent Study

- (A) 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 Department Chair for approval by the deadline date specified on the handout (available from the Department Chair).

Registration for an Independent Study requires approval of the faculty member, the Department Chair, and the Divisional Dean. Contact the appropriate divisional office for details.

### (B) Qualifications/Criteria

For a student to enroll in "Independent Study," the following criteria should be met:

#### (1) Student Criteria

- (a) Completion of 40 or more semester credit hours and a 2.67 (B-) or higher grade-point-average at North Central State College.
- (b) A student cannot register for an Independent Study course during a term when the course is offered or if he/she has attempted the course previously and failed it.
- (c) Exceptions to these criteria may be made by the Divisional Dean/Chair and will be noted on the form.

#### (2) Faculty Qualifications/Limitations

- (a) The instructor must have previously taught the course or be approved by the Divisional Dean/Department Chair.
- (b) Faculty will not supervise more than 6 students on Independent Study per term.

- (c) Academic Deans are not allowed to perform Independent Studies; Department Chairs may not approve their own Independent Studies.

### **(C) LABS**

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. A student will not be allowed to remove lab equipment from the college except by the written approval of the instructor. A student doing lab work must pay all regular lab fees.

### **(D) PROCEDURE**

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

- (1) Student completes the front side of the Independent Study form and finds a qualified faculty member willing to coordinate/supervise the Independent Study. Faculty are under no obligation to accept a student request. If a faculty member agrees to supervise the Independent Study, the faculty member signs and dates the back side of the form. The "Plan of Study" is submitted by the faculty member to the Department Chair by the first Friday of the term or the third Friday of the term if the course was cancelled.
- (2) After approval from the faculty member is acquired, the next step is to have the form reviewed by the Department Chair. The student can deliver the form in person or the faculty member can send the form through the interoffice mail. The chair reviews the information on the form and checks to see if the student meets the minimum qualifications for Independent Study. The chair will contact the Course Coordinator for recommendation and signature. The chair makes a determination regarding the surcharge fee and checks the appropriate box on the form. The chair either approves or denies the request.
  - (a) If the request is approved, the form then goes to the office of the Divisional Dean.
  - (b) If the request is denied, the student will be notified by the chair and no further action will be taken.
- (3) If the request is approved by the chair, the last step is for either approval or denial by the Divisional Dean.
  - (a) If the Dean approves the request, copies of the form are distributed as indicated on the form. Through this distribution process, the Student Records Office will add the course to the student's schedule using section #40 to indicate Independent Study; the Payroll Specialist makes note of the faculty member, and the student pays tuition and surcharge fees at the Cashier's Office. The Dean keeps the Independent Study form on file.

- (b) If the Dean denies the request, the form is sent back to the Department Chair and the Chair will consult with the student.

**(E) EXCEPTIONS TO SURCHARGE FEE:**

- (1) The student was registered for the course and the college cancelled the same course.
- (2) Other exceptions must be clearly stated on the form.
- (3) The following are not reasons to waive the surcharge fee:
  - (a) The student needs the class to graduate
  - (b) The class is not offered this term
  - (c) The college cancelled the class in a previous term

**(F) INSTRUCTOR'S COMPENSATION**

The table below will be used to determine the instructor's compensation. Independent Study course shall be completed within confines of existing institutional policy relative to completion dates, grading policy, deficiency notifications, etc.

**INSTRUCTOR COMPENSATION**

\$67.00 per student per credit hour (per AAUP agreement, section 24.04 pg 39).

Credit Hours	Students					
	1	2	3	4	5	6
1	\$67	\$134	\$201	\$268	\$335	\$402
2	\$134	\$268	\$402	\$536	\$670	\$804

3	\$201	\$402	\$603	\$804	\$1,005	\$1,206
4	\$268	\$536	\$804	\$1,072	\$1,340	\$1,608
5	\$335	\$670	\$1,005	\$1,340	\$1,675	\$2,010

Effective: August 22, 2012

Next Review: August 1, 2024

Review Dates: 8/22/12, 7/29/19