

Procedure 3.0933

Independent Study Procedure

1. Description of Independent Study

- a. The student works under the advisement and leadership of a BCCC faculty member to master course content.
- b. The course learning objectives and outcomes match those of the traditionally taught course.
- c. A faculty member guides and assesses the student's learning and outcomes throughout the class.
- d. The faculty member determines, in concert with the student, the configuration of the following:
 - 1) Student/faculty conferences
 - 2) Readings
 - 3) Projects, research papers
 - 4) Experiences
 - 5) Presentations
 - 6) Examinations and assessments
- e. An Independent Study Agreement between the student and instructor spells out in detail the expectations of each party. The information found on the course syllabus is included on the written agreement.

2. Guidelines and Limitations

- a. Independent Study will only be allowed in exceptional situations and will require authorization/approval by the vice president of academic affairs. The appropriate academic dean is responsible for determining if the student meets qualifying criteria.
- b. Most scientific laboratory, English composition, and capstone courses are not available for Independent Study. Third or subsequent attempts should not be approved for Independent Study.
- c. The academic dean should consider overloading a course before approving the Independent Study option.

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- d. The following criteria shall be used in qualifying students for Independent Study:
 - 1) The student should have completed at least 12 hours of study at BCCC.
 - 2) The student should have a cumulative GPA of 2.25.
 - 3) A student can take no more than one Independent Study per semester and three Independent Study classes total in an associate degree program (limited to two for a diploma and one for a certificate).
 - 4) Priority shall be given to students who need a course in order to graduate.
 - 5) A student cannot use the Independent Study option for a course that has been unsuccessfully completed in the past.
- e. The instructor shall prepare a syllabus including a teaching timeline and documentation describing how the course goals and learning outcomes shall be met by the completion of the Independent Study Agreement.
- f. Exceptions to the Independent Study guidelines may be made with the approval of the vice president of academics.

3. Process

- a. The academic dean will determine if an Independent Study class is justified for a low enrollment class or a request from a student to take the Independent Study option for a class. The dean will forward to the vice president of academic affairs for final approval.
- b. The instructor must agree to teach the Independent Study class for the student. The Independent Study will not count as a regular course toward the workload of the faculty member. Only the actual contact hours between the student and instructor will be counted.
- c. If the Independent Study option is denied, the academic dean will notify the student and provide other alternatives.
- d. If the Independent Study option is approved, the academic dean will have the class coded for "Independent Study" with a restricted registration.
- e. The student will be notified that the Independent Study option has been approved and that he or she is registered for the course. All tuition payment deadlines must be met as well as all refund and withdrawal dates.

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- f. The student will be responsible for contacting the instructor to set up a meeting to plan the Independent Study. This meeting must occur no later than the third business day of the semester.
- g. At this meeting, the student(s) and the instructor will finalize the details of the Independent Study Agreement.
 - 1) The instructor and the student(s) agree to the components of the course and to the series of scheduled meetings (the Independent Study Agreement) and sign applicable documents.
 - 2) The instructor will attach the course syllabus to the Independent Study Agreement that has been reached.
- h. The academic dean will submit the completed agreement to the vice president of academic affairs.
- i. The instructor will maintain an attendance record/log to include date, length of session (for FTE purposes), topic(s) discussed, and student's signature. The attendance record/log will be submitted to the academic dean and registrar at the end of the semester/term.
- j. The academic dean's office will keep a folder on each student enrolled in an Independent Study class. The folder will include:
 - 1) Signed Agreement
 - 2) Syllabus
 - 3) Teaching Timeline
 - 4) Class Roster
 - 5) Attendance Record
 - 6) Learning Outcomes

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

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History

Senior Staff Review/Approval Dates: 02/05/2018

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

