

## College Procedure: 501.5 – Independent Study

Policy Reference: 501 – Academics and Enrollment  
 Responsible Department: Academic Affairs  
 Approval Authority: Cabinet  
 Procedure Owner: Vice President, Academic Affairs  
 Effective Date: 01/20/2012

Version Number: 2  
 Legal Counsel Reviewed (yes/no): No  
 Scope: College-wide

### Reason for Procedure

The procedure describes the guidelines for independent study in credit programs. Independent study is a special course work designed to expand student knowledge and experience with a specific discipline or program of study. The scope and sequence of the experience are beyond existing curriculum.

### The Procedure

Students requesting independent study must have previous coursework in the discipline and a positive performance record. Independent study should not be used to meet college requirements that can be satisfied through regular course offerings.

Students need to discuss the independent student course contract with the discipline faculty member and have the appropriate approvals before registering.

### Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	01/20/2012	Bill Lamb, Vice President, Academic Affairs	New template
2	02/24/2020	Cabinet	Procedure template