

**SUBJECT:** Academic Affairs

**POLICY:** 214.1 Independent Study

**RELATED PROCEDURE:**

**EFFECTIVE:** January 2017

**REVISED:**

**REVIEWED:**

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### **Introduction and Purpose**

Independent Study courses provide opportunity for research and advanced study in academic topics related to a student's program of study not addressed in the catalog's course offerings. The content of the course is individualized. Such courses will be numbered x92 in accordance with the Montana University System Common Course Numbering policy. These courses of study are designed in collaboration between a student and a supervising faculty. The student and supervising faculty will detail course content, learning outcomes, amount of credit, assessment measures, deadlines, grading criteria, and amount and format of student and faculty interaction in a syllabus that will be attached to the Independent Study Proposal form. The course can be graded on a traditional letter grade or pass/fail scale at the faculty member's discretion. Students can request an independent study course until the last day to add classes for the semester based on the academic calendar. Independent Study courses are not included in regular faculty workloads.

### **Policy**

Independent Study courses must meet the following guidelines in order to receive approval:

1. The Independent Study Proposal form must be signed by the student, the student's advisor, the supervising faculty member, the division director, and the Chief Academic Officer.
2. The student must not be on academic probation.
3. The independent study course shall not extend beyond one semester.
4. The student may only take one Independent Study course, with a maximum of four credits, per semester.
5. The student may use Independent Study courses to fulfill no more than 6 credits or fewer than 15% of the credits required for his or her degree.
6. The student will pay the standard tuition and fees associated with the specified number of credits.
7. The supervising faculty member must have the appropriate academic credentials for the subject matter.
8. The course will follow standard policy for defining and meeting credit hours as outlined in Policy 211.2. The proposal must clearly identify how the Independent Study course will meet the instructional, laboratory, or shop hours required.