



SUBJECT:	Academic Affairs			
POLICY:	214.1 Independent Study			
PROCEDURE:	214.1.1 Independent Study Procedure			
EFFECTIVE:	January 2017	REVISED:	June 2026	REVIEWED:

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. These courses of study are designed in collaboration between a student and a supervising faculty and must include a set of learning outcomes and described assessments.

Policy

Independent Study courses will be approved if the following criteria are met:

1. A similar course is not available through the college's catalog.
2. The Independent Study course furthers the student's academic goals.
3. The student is not on academic probation.
4. The independent study course does not extend beyond one semester.
5. The student pays the standard tuition and fees associated with the specified number of credits.
6. The supervising faculty member has the appropriate academic credentials for the subject matter.
7. The course follows standard policy for defining and meeting credit hours as outlined in Policy 211.2 Credit Hour. The proposal clearly identifies how the Independent Study course will meet the instructional, laboratory, or shop hours required.

The student may take only one Independent Study course, with a maximum of four credits, per semester. The course can be graded on a traditional letter grade or pass/fail scale at the faculty member's discretion. The student may use Independent Study courses to fulfill no more than 6 credits or fewer than 15% of the credits required for a degree.

Independent Study courses are not included in regular faculty workloads. See the Faculty Handbook for compensation.

Related Manuals or Forms

[Faculty Handbook](#)

[Independent Study Proposal Form](#)