



<b>SUBJECT:</b>	Academic Affairs		
<b>POLICY:</b>	214.1 Independent Study		
<b>PROCEDURE:</b>	214.1.1 Independent Study Procedure		
<b>EFFECTIVE:</b>	April 2023	<b>REVISED:</b>	<b>REVIEWED:</b> April 2026

## Procedure

The student must submit an [Independent Study Proposal Form](#) for approval. 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 form must be signed by the student, supervising faculty, advisor, division director, and executive director of instruction.

Students can request an independent study course until the last day to add classes for the semester based on the academic calendar.

Upon approval, the Registrar's Office will create a course with a Course Registration Number (CRN) and register the student for the course. Independent Study courses will be numbered x92 in accordance with the Montana University System Common Course Numbering policy. Any applicable tuition and fees will be added to the student's bill.

Independent Study courses are not included in regular faculty workloads. The Academic Administrative Assistant will create a Letter of Appointment (LOA) for the instructor at a set rate of \$350 per course. See the Faculty Handbook. The instructor will be responsible for reporting attendance, midterm grades, and final grades for the student in the course.

## Related Manuals or Forms

[Faculty Handbook](#)

[Independent Study Proposal Form](#)