INDEPENDENT STUDY
(POLICY AND PROCEDURE)

Independent study courses will be approved only in cases of extreme need. It must be understood that some courses cannot be taken by independent study. All independent study must be recommended by the District Center Director, and approved by the Department Chairperson, instructor, and student. Independent study can only be taken by those students who are in the last semester of an Associate of Arts or Bachelor’s degree. No more than six (6) credit hours per semester may be taken by Independent Study.

Procedure:

1. Students must have an overall Grade Point Average of at least 3.0 before they are allowed an independent study course.

2. A letter of recommendation from the District Center Director must accompany the Application Form.

3. An Independent Study application will be approved only when the following signatures have been acquired; student, instructor, and Department Chairperson.

4. Independent Study will not be allowed if the same course is offered within 50 (fifty) miles of the student's home district. Independent Study will be allowed if the student can document class schedule conflict or a specific requirement for a course, available only through Independent Study, necessary for a declared major.

5. Students must indicate on their registration card at the time of registration that this course will be taken as an Independent Study. An Independent Study form must be submitted to the Registrar's Office no later than the last day of the add/drop period.

6. Independent Study courses are handled on the same basis as a regular class, needing the following:
   a) class list
   b) attendance sheet
   c) mid-term grade sheet
   d) final grade sheet

7. It is the student’s responsibility to make sure the Independent Study contract has reached the Registrar's office with appropriate signatures on or before the 6th working day after classes begin.
Remuneration and mileage for Independent Study courses:

1. Instructors will be paid at the rate of $100.00 per credit hour for each independent study course.
2. Mileage will be paid to instructors for travel associated with Independent Study courses as per OLC mileage policy for other travel associated with Instruction.