Title of Procedure: STUDENT INDEPENDENT STUDY

Procedure (check one): New X Revised___

Applies to (check all that apply):
Faculty X Staff _____ Students X
Division/Department ______ College ______

Topic/Issue:

Develop a Procedure for Student Independent Study.

Background to Issue/Rationale for Procedure:

This procedure provides the guidelines for students who are seeking to take an independent study in order to complete their course of studies. Students are expected to complete their programs through the normal schedule of courses. However, students are permitted to apply for required courses as Independent Study Course, provided that they meet the proper eligibility and requirements.

Proposed Procedure Language:

As it is the policy of Baltimore City Community College to provide students toward the end of their program of study with the option to take an Independent Study Course in order to complete a course required to complete their program. This option is limited to a maximum of two Independent Study Courses for any student. The College is under no obligation to provide this option to any students if the student does not meet the prescribed eligibility and/or requirements. Faculty reserve the right to accept or not to accept an Independent Study assignment. The College reserves the right to modify the eligibility and/or requirements at any time without prior notification

Eligibility for Student Independent Study:
1. The student is toward the end of his/her program of study.

2. The student has not previously taken two Independent Study Courses which is the maximum allowed.

3. The course is required by the student to complete a degree or certificate program.

4. The course is not being offered on the term schedule, or the time of the course conflicts with another course the student is required to take.

5. No appropriate course substitution can be found.

6. The Independent Study must denote approval on the Independent Study Form by the student’s Academic Advisor, Department Chairperson, Division Dean and V.P. for Academic Affairs.

**Independent Study Procedure:**

1. The student must provide proof to the Department Chair that they meet the requirements for an Independent Study.

2. The Department Chairperson will determine if a professor is willing to offer them the Independent Study to the Department Chairperson for approval.

3. The student and the approved professor must devise an appropriate Independent Course of Study and submit for approval a copy of the Independent Study Course form which will have attached: a syllabus; an ADD/DROP form; a schedule of meetings (times, days and location); course assignments; grading methods and the grading criteria to the student’s Academic Advisor, the Department Chairperson, the Division Dean and the V.P. for Academic Affairs for prior approval. No Independent Study Course is to be retroactively approved.

4. A course taken as Independent Study will cover the same course content as a regular scheduled course and have the same requirements and evaluation criteria as outlined in the course syllabus.

**Additional Terms, Conditions and Rules:**

1. The College is under no obligation to provide this option.
2. Faculty are not required to teach an Independent Study, and may in fact decline to do so.

3. Independent studies should not be used as an excuse for poor planning on the part of the student, but rather should be offered under very unique circumstances to exceptional students who require the course for graduation.

**Proposed Implementation Date:** Upon Board Approval

**Proposed by:** VPAA

Vice President/Senior Staff Member

**Approved by the Board of Trustees:** May 25, 2010

**Originator/Division:** Academic Affairs