

Independent Study Courses

Definition

An independent study course is a course

- Which is offered outside of the traditional constraints of a scheduled day, hour, and classroom;
- Which has low enrollment; and
- Which would otherwise be canceled or not offered.

Overview of the Requirements/Procedure

An Independent Study course will be offered only in extenuating circumstances:

1. The student needs the course to graduate in the next semester;
2. The course is required for the student's progress in a sequence;
3. The course has been canceled by the college;
4. The course won't be offered in the current session or the next session; or
5. The course is needed due to other circumstances such as program changes.

An Independent Study course must be approved by the participating faculty, program coordinator or department chair, Division Director, and the Dean of Curriculum.

Approval must be in writing on the "Request to Register for Independent Study" form which should accompany the student's registration or registration change form.

Upon approval of the Independent Study course, the Division Director will create the section identification number for the course and submit a Notice of Change in Course Offerings form to the Dean of Curriculum.

An independent study contract outlining the conditions and requirements of the course as well as a course change form must be completed and filed in the office of the Dean of Curriculum. The forms must be filed by the end of the add period for that course.

Independent Study Academic Requirements

The College offers students the opportunity to pursue independent study credit(s). This format is designed for the student who is self-motivated, self-disciplined, and capable of doing advanced work.

Eligibility Requirements

1. The student must have successfully completed **16** semester hour credits, maintaining at least an overall B (3.0) average or obtain special permission from the Division Director;
2. The student must meet departmental prerequisites for the existing course and must provide a transcript of work already completed to the instructor;
3. The student must meet any requirements for independent study set by the specific department;
4. The student may take a maximum of **6** credits of independent study and may not engage in more than **6** credits of independent study per session. **Note:** A request for waiver may be made to the Office of Curriculum Programs.

Procedures

1. **Student obtains approval from an appropriate faculty member.** The student must consult a faculty member who is willing to serve as an instructor.

2. **Faculty member affirms that the student is eligible.** Faculty member verifies that the eligibility requirements outlined above have been met.
3. **Student obtains signatures on the “Request to Register for Independent Study” form.** Before registering for independent study credit(s), students must secure signatures on the “Request to Register for Independent Study” form from the instructor, program coordinator or department chair, Division Director of the appropriate academic department as well as the Dean of Curriculum. The completed permission form must also indicate the number of credits to be earned.
4. **Forms requesting the new course or course section are submitted.** Upon receiving a copy of the “Request to Register for Independent Study” form, the Division Director creates a section identification number for the course and submits a Notice of Change in Course Offerings form to the Dean of Curriculum for approval. Once approved, the change form is submitted to Student Services and the course is created.
5. **At registration or prior to the end of the add period, the student submits a copy of the signed “Request to Register for Independent Study” form.** The student must submit a copy of the “Request to Register for Independent Study” attached to the registration or registration change form.
6. **Student plans the course learning contract with the instructor.** During the first week of the course, the formal learning contract must be developed with the instructor and submitted to the Registrar’s Office by the end of the add period for that course.
 - a. **First meeting.** The student must meet with the instructor within the first few days of the session. The purpose of this planning session is to complete the contract form.

- b. **Course contract details.** A detailed description of course requirements must be listed on the contract. It is understood that the course content, the material covered, and the evaluation requirements should be comparable to the traditionally scheduled class.
 - c. **Non-traditional methods.** At the discretion of the department, the college may offer students the chance to accomplish the goals of pre-existing courses in a non-traditional mode. Content may include in-depth exploration of a special topic. The project must be based on and fulfill the instructional and performance objectives of the existing courses.
 - d. **Course outline and materials.** The course outline must be attached to the contract and the material to be covered during the session noted.
 - e. **Meeting Dates.** The student and instructor should determine dates for future meetings. They should communicate at least once a week and maintain appropriate documentation of the meeting sessions or communications until the end of the course.
7. **Instructor or chairperson submits the signed contract.** The signed contract must be submitted to Student Services by the instructor or the program coordinator/department chair by the end of the first week of classes.
8. **Student completes course requirements as stated in the contract.** Once registered, the student is responsible for completing all requirements as stated in the contract. Failure to meet with the instructor as agreed or to fulfill course requirements will result in a punitive grade.
9. **Instructor submits attendance record.** The Roanoke-Chowan Community College Independent Study Attendance Record must be completed by the instructor and submitted to the Registrar at the end of the semester.

ROANOKE-CHOWAN COMMUNITY COLLEGE
109 Community College Road
Ahoskie, NC 27910

SEMESTER (CHECK ONE)	
Fall	Yr _____
Spring	Yr _____
Summer	Yr _____

Request to Register for Independent Study

Course Number and Title:

Section:

The steps for registering in an independent course include the following:

1. Student consults with the instructor to receive approval concerning the appropriateness of the course for his academic program.
2. To register for the class, the student must present a completed "Request to Register for Independent Study" form with all required signatures.
3. The class will be scheduled after all information and signatures have been completed and obtained.
4. Student formulates a contract in writing with the instructor who will direct the independent study. The contract must include: The course number (ACA 111, for example), number of credits (1-3) to be earned, grading option selected, completion date, topic or problem under study, objectives for each study, detailed outline of what the student will do, and the methods of evaluation.
5. Student and instructor should retain completed copies of the contract and the "Request to Register for Independent Study" form.

Student's Name _____
Last First Middle

Student ID Number _____ Major _____

Applies for Independent/Directed Study in _____ for _____ Semester Hour Credits.

Student _____
Signature Date

Instructor _____
Signature Date

Program Coordinator. _____
Signature Date

Department Chair. _____
Signature Date

Division Director _____
Signature Date

Dean of Curriculum Programs _____
Signature Date

Date copy sent to Dean's/Administrator's Office _____

Contract for Independent Study
(Please attach course outline/syllabus)

Semester and Year _____

Student Name _____ Student's ID No. _____

Independent/Directed Study Completion Date _____

1. Course Number and Title: _____
2. Semester Hour Credit: _____
3. Course Objectives:

4. Procedures (detailed outline of what the student will do):

5. Evaluation Method (Instructor and student include the RCCC Independent Study Activity Record Form in the evaluation method process.):

Student's Signature

Date

Instructor's Signature

Date