



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-3401
Origination: July 1, 1984
Effective: July 1, 1984
Reviewed: August 7, 2007

SUBJECT: Independent Study

REFERENCE: SCP-3401.A, Independent Study Request Form, SCP-3401.B, Independent Study Contract

1. PURPOSE

To communicate policy on the instructional delivery method of independent study.

2. SCOPE AND APPLICABILITY

This policy is applicable to all employees and students.

3. DEFINITIONS

None.

4. POLICY

Independent studies shall be allowed under specified circumstances.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

On infrequent occasions, Independent Study may be used to meet the academic needs of students who are unable to schedule classes which are needed to fulfill their program requirements for graduation. Independent Study is to be used as a last resort to assist students in meeting program requirements. Independent Study is not designed to encourage students to avoid scheduled classes.

7. RESPONSIBILITIES AND PROCEDURES

Faculty may be periodically assigned to work with students on Independent Study projects. A contract arrangement among the student, faculty member, and the appropriate Department Chairperson will be developed that outlines specific assignments and completion dates required to receive credit. Inquiries for Independent Study should be directed to the Department Chairperson. Final approval must be given by the appropriate Dean. Independent Study contract forms may be obtained from the Department Chairperson and/or the Dean's office.

The student shall consult with an appropriate Department Chairperson to discuss the need for Independent Study. The student will complete Part A of the Independent Study Request Form, SCP-3401.A, and submit

it to the appropriate Department Chairperson.

The Department Chairperson will evaluate the request and complete Part B of the Independent Study Request Form. The Independent Study Request Form shall be submitted to the appropriate Dean. If the request is awarded, the Department Chairperson will assign an instructor, create a section, and notify the student. If the request is denied, the Department Chairperson will notify the student in writing of his/her decision.

The assigned instructor will meet with the student to establish the terms of the contract and will complete the Independent Study Contract, SCP-3401.B and forward it to the Department Chairperson for approval.

The Department Chairperson will provide the student and the instructor assigned to the course a final copy of the approved contract and notify the student to register for the course.

The student is responsible for registration and payment of any tuition and fees associated with the course.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-3401 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3401.A, Independent Study Request Form
 SCP-3401.B, Independent Student Contract

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Revision Notes: August 2007 — Revisions provide clarity and reflect changes in management responsibilities. Independent Study Forms SCP-3401.A and SCP-3401.B have been added.