Independent Study Policy

POLICY:	Independent Study Policy	**CUSTODIAN:**	Academic Dean
NUMBER:	600.19.01		
APV'D DATE:	7/21/2020		
EFFECTIVE DATE:	7/21/2020	**REVIEW DATE:**	July 2020
REFERENCES: Independent Study Contract, Independent Study Contract Form			

Part 1. Policy Background and Purpose

Occasionally, a student may need or want to take a course that is not offered by WETCC during a given semester. This policy outlines the conditions under which an Independent Study (I.S.) course may be considered and undertaken.

Part 2. Definitions

Independent Study (I.S.) course - a course that is not on the current semester's schedule, but is arranged, planned, and managed by a supervising instructor, in conjunction with goals proposed by the student, then refined and approved by the instructor

Note: "Independent" does not mean "without an instructor," but rather "independent of regular class meetings or other students."

Extenuating circumstance - circumstance beyond one's control, e.g. significant personal illness, injury, or unforeseen personal difficulty

Part 3. Responsibility

Student:

- Submitting an I.S. course proposal
- Abiding by all terms of the contract

Supervising Instructor:

- Accepting or rejecting I.S. course proposal
- Drafting an I.S. Contract with the student using the *Independent Study Form* and forwarding it to Academic Dean for final approval
- Determining how to best structure and manage the I.S. course
- Communicating decisions to the student
- Sending signed contract to Student Services and retaining copy for self and student
- Supervising and evaluating the student's work throughout the course
- Assigning grade for agreed upon coursework

Academic Dean:

- Approving, rejecting, or recommending changes to the I.S. contract
- Returning contract with decision to supervising instructor

Student Services:

- Recording/filing signed I.S. contract and recording final grade

Part 4. Policy

It is WETCC's policy to offer I.S. courses only under the following circumstances:

A. A suitable instructor is willing and able to supervise the I.S. course

Note: An instructor's schedule may not allow time for additional responsibilities, thus a student should not assume that a particular course or instructor will be available.

-AND-

B. When a student has just one term remaining before graduation and requires a specific course that is not being offered during that term AND has not had reasonable opportunity to take the course during a previous semester

-OR-

C. When a student has a special interest or expertise and wants to develop a proposal to do independent research or study

-OR-

D. Because of an extenuating circumstance

If the above criteria are met, then:

1. Student may submit I.S. course proposal to supervising instructor for approval. The proposal must include activities, goals, and the means by which the work will be evaluated.

2. If approved, the supervising instructor and student will draft an I.S. Course Contract (may use Independent Study Contract Form) detailing all assignments, projects, expectations, evaluation methods, and deadlines and submitted to Academic Dean for final approval.

   *Note: Final deadline will be set by supervising instructor and will be **NO LATER than the last day of Finals Week of the current semester** as specified on the academic calendar.*

3. If approved by Academic Dean, I.S. Course may proceed according to the terms of the I.S. Course Contract. Copies of contract will be retained by the supervising instructor and student, while original will be filed with Student Services.

All Academic Calendar and Policies (including Curriculum and Grade Submission) apply to this policy.