

## INDEPENDENT STUDY

Individuals who are in the last semester of an associates, bachelor's degrees or one-year certificate may be eligible to take independent study. In addition to earning credit through formal courses, students may request permission to obtain credit through an independent study contract with an Instructor. Students must plan specific activities and goals with the help of the instructor and approval of the Dean of Academic Affairs.

Independent study should be utilized sparingly as students assume most of the responsibility for completing requirements for the course. Independent study courses should correspond to the standard semester time frame for purposes of financial aid, grading, and other such records.

Independent study will be approved only in cases of extreme need. No independent study will be valid unless approved by the Dean of Academic Affairs, and no incomplete will be considered by the Dean of Academic Affairs without the student and faculty signatures on the form. No more than six (6) credits, per degree or certificate, may be taken through independent study and independent study will be granted only for courses that are a part of the regular semester schedule.