

Procedure: 2.09A

Independent Study

Purpose

To provide guidance for the administration of the Independent Study policy.

Procedure Statement

1. Obtain a copy of the Independent Study Contract Part I and II from the Student Success Center, an Academic Dean's office, or online through MyDotte.
2. Meet with the faculty member, fill out the appropriate form and attach a copy of the course outline/syllabus, learning activities, methods of evaluation, grading criteria, and timeline for communication/meetings with the instructor to this form.
3. Obtain the signatures of the appropriate Academic Dean and the Vice President of Academic Affairs.
4. Register at the Student Success Center.
5. Pay tuition for the course.
6. Complete the course as outlined in the Independent Study Contract Part I
7. The instructor completes the Independent Study Contract Part II form and submits the final grade.

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