6.40 Independent Study

Last Revised: New January 2014

Policy: Piedmont Community College (PCC) is committed to offering courses in varying formats and delivery modes to meet student needs.

Purpose/Definitions: Within the guidelines set forth by applicable legal and regional accreditation requirements, the College will offer, subject to ongoing evaluation and refinement, opportunities for students to pursue an independent study.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority.

Procedure:

1. An independent study will be offered when: courses needed for graduation have previously been cancelled causing the student to fall behind in their progress; students have been improperly advised; and/or students have documentation showing that they are not able to complete online courses.
2. Students are responsible for taking classes when offered. Students electing to not take a class “in sequence” will be advised that it could impact their graduation date and asked to initial their advising sheet indicating that they have been advised.
3. Faculty advisors will request an independent study for students that meet the above conditions. If the faculty advisor will not be the instructor for the course, liaison will be made with the appropriate instructor. The instructor for the course will then indicate their consent to teach.
4. The faculty advisor will fill out the Independent Study Request Form, and forward it with their signature, the student’s signature, and the instructor’s signature to the appropriate academic dean for approval. The academic dean will then forward the request onto the Vice President, Instruction and Student Development. A copy of the form will be retained in Student Development to ensure proper FTE reporting.
5. Faculty members who agree to take on an independent study will receive one hour of instructional load for courses with three contact hours or less and two hours of instructional load for courses with four or more contact hours.

Legal Citation: N/A

History: Effective January 2014
PIEDMONT COMMUNITY COLLEGE
INDEPENDENT STUDY REQUEST

Class Prefix:             Class Number:             Section Number:

Please check the reason for requesting the Independent Study.

☐ Course needed for graduation previously cancelled
☐ Improper advising
☐ Documented challenges completing online courses
☐ Other

Instructor Comments:_____________________________________________________
______________________________________________________________________

Faculty Advisor Signature: ___________________ Request Date: __________
Instructor Signature: _____________________ Date: __________
Student Signature: _________________________ Date: __________
Academic Dean Approval: __________________ Date: __________
VP, I&SD Approval: _________________________ Date: __________

COMPLETE A SEPARATE FORM FOR EACH INDEPENDENT STUDY REQUESTED.