

Independent Study Policy

An Independent Study (IS) is a course for academic credit which offers a student an individualized educational experience. An IS is an option only when students are unable to take a regularly scheduled course that is required in their plan of study. Students must have at least a 2.5 GPA. An IS is at the discretion of the instructor and must be approved by the division chair. Instructors will receive \$100 per student for instruction in these courses.

Students will need to complete the Independent Study Contract form. The instructor will discuss course requirements with the student and attach a course syllabus and timeline for completion of course requirements to the form. The course syllabus and assignments must correspond to those in the traditional course offering.

Division chairs will then approve and keep a copy of the form and course materials. IS courses must be entered into BANNER and designated "IS."

Instructors are limited to teaching a maximum of four Independent Studies per semester.

Process

1. Student - Complete the Independent Study Contract
2. Student - Discuss course requirements with instructor
3. Instructor – Verify student's GPA is at least 2.5
4. Instructor - Attach syllabus and timeline for completion
5. Instructor – Sign form
6. Instructor – Obtain division chair's approval/signature
7. Division chair – copy and file form and materials
8. Division chair – enter course in BANNER and designate as IS
9. Student – register for course in BANNER

SECTION: Instructional
SUBJECT: Independent Study Policy
SOURCE REFERENCE: GSCC Internal Policy

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Independent Study Contract

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Student

Name _____

G# _____

GPA _____

Email _____

Course

Instructor _____

Term/Year _____

Prefix/Number/CRN _____

Title _____

Verified GPA

Syllabus and Timeline Attached

Entered in BANNER and designated "IS"

Approvals

Student

Date

Instructor

Date

Division Chair

Date