

College Credit/Vocational Credit Courses Offered as Independent Study (I -1) Course Sections

Definition:

An independent study course section (CID special designator I-1) is one that has a college course prefix and number, and is one that utilizes a delivery method designed for one-on-one instruction. An I-1 course section designation does not include the 2900 series of courses such as Directed Independent Study (D-1) and Special Topics.

Criteria:

This alternative instructional delivery may be offered (1) when a course is necessary for a student to graduate in the current academic year, or (2) when a course in a student's program is not scheduled or is canceled, or (3) when circumstances warrant as determined by the Faculty member, Department Head, Academic Dean and Provost.

Process:

Upon request from a student for an independent study course section, the Department Head and Faculty member will validate the need based on the above criteria. The Department Head will complete a request form and will forward it to the Academic Dean and Provost for approval. The Provost will return a copy of the signed form to the Department Head and will forward the original to HR. If the request is approved, the Department Head will load the course section on CID. The Department Head will notify the student with the appropriate registration information. When the student's name appears on an official class roll, the instructor will contact the student to begin the course.

Request Form for Independent Study (I-1) Course Sections

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Student's Name: _____ Social Security Number: _____

Student's Phone Number: () _____ Expected Date of Graduation*: _____

Course Requested: _____ Instructor: _____

Reason for Request: _____

Instructor: _____ Approve: _____ Disapprove: _____

Department Head: _____ Approve: _____ Disapprove: _____

Academic Dean: _____ Approve: _____ Disapprove: _____

Provost: _____ Approve: _____ Disapprove: _____

***A copy of student's degree audit report must be attached.**

Note: A copy of course syllabus, modified for an independent study instructional delivery method, must be submitted to the Department Head.

**PLEASE FORWARD THIS FORM TO HUMAN RESOURCES AND
SEND A COPY TO THE ORIGINATING DEPARTMENT HEAD**