

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
ACADEMIC AFFAIRS  
SIP-3401**

**SUBJECT:** Independent Study

**REFERENCE:** None

**ORIGINATION:** July 1, 1984

**EFFECTIVE:** December 9, 2008

**REVIEWED:** August 6, 2008

**SECTION 1. PURPOSE**

- 1.1. Establish the mechanism through which the needs of students with specialized interests, which cannot be serviced through the normal academic offerings, may be met.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1. This procedure is applicable to all employees and students.

**SECTION 3. DEFINITIONS**

- 3.1. None.

**SECTION 4. PROCEDURE**

- 4.1. Establish and communicate the procedure on the Independent Study delivery method.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1. None.

**SECTION 6. GENERAL PROVISIONS**

- 6.1. Independent Study is primarily designed to provide an opportunity to students with specialized interests which cannot be serviced through the normal academic offerings. Independent Study is an avenue for supplemental, more advanced, or more detailed study of a particular subject by students who have demonstrated an ability to benefit academically from the program.

On infrequent occasions, Independent Study may be used to meet the academic needs of students who are unable to schedule classes which are needed to fulfill their program requirements for graduation. Independent Study is to be used as a last resort to assist students in meeting program requirements. Independent Study is not designed to encourage students avoid scheduled classes.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1. The student shall consult with an appropriate Division Dean to discuss the need for Independent Study. The student will complete Part A of the Independent Study Request Form SIP-3401.A and submit to the appropriate Division Dean.
- 7.2. The Division Dean will evaluate the request and complete Part B of the Independent Study Request Form SIP-3401.A. If the request is approved, the Division Dean will assign an instructor, create a section, and notify the student. If the request is denied, the Division Dean will notify the student in writing of his/her decision.
- 7.3. The assigned faculty member will meet with the student to establish the terms of the contract and will complete the Independent Study Contract SIP-3401.B and forward to the Division Dean for approval.
- 7.4. The Division Dean will provide the student and the faculty member assigned to the course a final copy of the approved contract and notifies the student to register for the course.
- 7.5. The student is responsible for registration and payment of any tuition and fees associated with the course.

## **SECTION 8. CANCELLATION**

- 8.1. SCP-3401 Independent Study.

## **SECTION 9. REVIEW STATEMENT**

- 9.1. This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** SIP-3401.A Independent Study Request Form  
SIP-3401.B Independent Study Contract

**Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)

**Revision Notes:** April 2010 — The policy SCP-3401 was rescinded by the Board of Governors to become a unit procedure on December 9, 2008.