



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-3401.A
Origination: July 1, 1984
Effective: July 1, 1984
Reviewed: August 7, 2007

REFERENCE: SCP-3401, Independent Study

INDEPENDENT STUDY REQUEST FORM

Part A: To be completed by the student and returned to the appropriate Department Chairperson.

Date _____ Social Security No. _____

Name _____

Address _____ City _____

State _____ Zip Code _____ Telephone Number: _____

College Major _____ Advisor _____

Number of Hours Completed _____ Overall Grade Point Average _____

Number of College Hours Attempting This Semester _____

Are you employed? Yes No If yes, how many hours do you work? _____

Course No. Requested _____

In the space below state the reason(s) you desire to take a course by Independent Study. After completing this form, return it to the appropriate Department Chairperson. (Attach additional information as needed.)

Part B: For Administrative Office Use Only

GPA: _____	Previous Hours by Independent Study: _____	Current Hours Enrolled: _____
Department Chairperson: _____	Date Evaluated: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	_____	_____
	Division Dean	Date

Please see reverse side for Procedures for Independent Study.

PHILOSOPHY AND PURPOSE OF INDEPENDENT STUDY

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 to avoid scheduled classes.

PROCEDURES FOR INDEPENDENT STUDY

A student wishing to take a course by Independent Study must first talk to the appropriate Department Chairperson for the course he/she desires to take. The student will be given the Independent Study Request Form by the Department Chair. The student will complete Part A of the form and submit the request to the appropriate Department Chair.

The Department Chairperson reviews the request form to verify that the student meets the minimum criteria and evaluates the student's schedule and ability to complete the course.

MINIMUM GUIDELINES

- A. Have sophomore standing (30 hours or more).
- B. Have no less than a 2.00 Grade Point Average. A GPA of 2.5 or higher is strongly recommended.
- C. A student may not earn more than (6) credit hours by Independent Study while attending Southern West Virginia Community and Technical College.
- D. Personal schedule shall also be considered in the students ability to complete the work.

If the student meets the minimum guidelines, the Department Chairperson will submit the Independent Study Request Form to the appropriate Division Dean. If the request is awarded, the Department Chairperson will confer with potential instructors to determine if that topic may be taught independently. It is recognized that some topics are not suitable for teaching by Independent Study. Chairpersons should be mindful of the instructor's course load and not place an undue burden upon the individual.

The Department Chairperson will assign an instructor, create a section, and notify the student. If the request is denied, the Department Chairperson will notify the student in writing of the decision.

The assigned instructor will meet with the student to establish terms of the contract and will complete the Independent Study Contract, SCP-3401.B and forward it to the Department Chairperson for approval.

The Department Chairperson will provide the student and the instructor assigned to the course a final copy of the approved Contract. The student will then be required to register for the course. The student is responsible for registration and payment of any tuition and fees associated with the course.