

**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: December 9, 2022

SECTION 1. PURPOSE

- 1.1. To 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 to avoid scheduled classes.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1. The student shall consult with an appropriate 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 Dean.
- 7.2. The Dean will evaluate the request and complete Part B of the Independent Study Request Form SIP-3401.A. If the request is approved, the Dean will assign an instructor, create a section, and notify the student. If the request is denied, the 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, assemble the syllabus and all relevant materials needed to complete the course, and forward to the Dean for approval.
- 7.4. The Dean will provide the student and the faculty member assigned to the course a final copy of the approved contract and will notify 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.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.
December 2022 – Updated the policy for title changes and other minor changes to streamline the procedure. SIP-3401.A and SIP-3401.B were also updated to reflect these changes.