OPERATIONAL POLICY: 3.10

Operational Policy Owner:
Vice President of Academic Affairs

Independent Study

OPERATIONAL POLICY STATEMENT

Independent Study allows opportunities for academic learning beyond what the College provides in the normal curriculum. This may involve creating a course in a field where Yavapai College has no courses at all, or it may involve creating courses more advanced or specialized than existing courses. Through this program, students can seek knowledge or skills not otherwise available in the College.

Independent Study is an opportunity to award College credit for new academic learning rather than prior learning, cooperative job placement, work study internships or service learning. Independent Study is not for non-college credit activities or for developmental studies.

PROCEDURE

Learning Outcomes and Activities

The learning outcomes and learning activities for each Independent Study course will be specified in a written contract as agreed to by the student, instructor, and the Division Assistant Dean/Associate Dean. The number of credits for an Independent Study contract is based on 45 hours of student learning activities for each credit hour awarded.

Registration

Registration for Independent Study may take place throughout the academic year. However, all contracts must be completed by the designated deadline. Division Assistant Dean/Associate Deans, in approving registration requests must insure that learning outcomes and academic standards (including provision for adequate time for a student to complete the work) are addressed.

Students are limited to a maximum of 6 hours of Independent Study per semester. No more than 12 hours of Independent Study may be applied to completion of a degree or certificate program.

Grading

Independent Study courses must be completed with the A-F or S/U grading options.

Course Supervision

The assignment of instructors to Independent Study courses is the responsibility of the Division Assistant Dean/Associate Dean. An instructor may not supervise more than 5 Independent Study students or more than 15 semester hours of Independent Study credits in a semester. Instructors are compensated for supervising Independent Study students at the rate of one-load hour per 10 student-credit hours.

OPERATIONAL POLICY HISTORY

Adopted 4/8/2003
Revised to "Operational" Policy and owner reassigned 3/5/2021