



Independent Study Request Form

1. The student should submit an Independent Study Request Form when requesting consideration to complete a course through independent study. (One form per request is required.)
2. An Independent Study is granted according to, but not limited by, the guidelines given in the Independent Study Policy (page 2).
3. The student must complete Part I of this form and submit it to the Registrar before registering for the course.
4. If approval is granted by the Registrar, the student's academic advisor will be consulted for approval, followed by the course instructor.
5. The Registrar will contact the student, academic advisor, and course instructor regarding the outcome of the request.
6. The student will be charged the current independent study fee by the Business Office before the registration in the course is finalized. The current registration and add/drop processes apply.

PART I (Student to Complete):

Name: _____ Date: _____ Semester: _____

Student ID: _____ DOB: _____ Phone: _____ Email: _____

Course ID and Title: _____

Reason for requesting an Independent Study for the course (be specific):

Student's Signature: _____ Date: _____

PART II (Registrar to Complete):

Registrar Approval Granted: () YES () NO Advisor Approval Granted: () YES () NO

Registrar's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

PART III (Instructor to Complete):

Approval Granted: () YES () NO Signature: _____ Date: _____

OFFICE USE ONLY

Date Received by Registrar: _____ SIS Updated: _____ Student Notified: _____ Advisor Notified: _____

Instructor Notified: _____ A/D or Reg Updated: _____ SIS Updated: _____ By: _____ Date: _____

Independent Study Policy

Students may request approval to complete a course through independent study by completing and submitting the appropriate form. Independent study is an option in the following circumstances and will not be granted solely for student convenience:

1. If a required course is not available during the year the student will be graduating.
2. If the student needs two campus courses that meet during the same course period and neither course is available through Davis Online Learning.
3. If the student lives more than an hour's drive away from Davis College.

An "Independent Study Request" Form must be submitted to the Office of the Registrar. Upon approval, the request will be forwarded to the student's academic advisor. Upon the advisor's approval, the request will be forwarded to the course instructor.

The following limits will be applied:

1. A fee will be charged in addition to regular tuition charges. Tuition and fee schedules are published by the Business Office.
2. Instructors who have misgivings about conducting a course through independent study are not required to do so.
3. A learning contract must be written between the student and the instructor stipulating requirements and time limits for completion (not more than one semester).
4. The instructor will verify that a minimum of 150 hours of work has been built into the independent study design for a three credit hour course.
5. Generally, a non-graduating student who has completed less than 60 credit hours will not be permitted to take a course by independent study.
6. A maximum of 12 credit hours may be completed by independent study, and not more than two independent study courses may be engaged at the same time.
7. Exceptions to these guidelines must be requested through the current Academic Petition process.