

**Dixie State College of Utah**  
**Proposed Policy: Independent Study**  
**February 2009**

- I. Independent study is designed to provide students the opportunity to earn academic credit for learning experiences not available through formal classes offered at Dixie State College.
- a) Independent study courses should be academic in focus.
  - b) Independent study courses have various names in different academic departments, including but not limited to independent study, directed study, independent research, and independent problems.
  - c) The following types of learning experiences are **not** allowed as independent study:
    - i) Internships or practica.
    - ii) Paid or unpaid (volunteer) work for the College or other entity.
    - iii) Fulfilling a General Education requirement.
    - iv) Extra work associated with a regular course.
    - v) Individualized work of a course listed in the College catalog.

**II. Eligibility**

- a) The student must have declared a baccalaureate major or emphasis in the requesting department.
- b) The student must have successfully completed at least 60 credits.
- c) The student must have a cumulative GPA of 3.0 or higher.
- d) The development of the project and product is the responsibility of the student.
- e) The department chair and/or dean or associate dean have the right to approve or deny any request for independent study for reasons including staffing, budget, appropriateness of project, etc.
- f) No student may register for more than eight (8) credits of independent study (or similar course under a different departmental title) in a single semester.
- g) No more than 15 total credits of cooperative work experience, internships, and independent study may be counted toward a baccalaureate degree.
  - i) This does not include credit by examination, prior experiential learning, or petition.
  - ii) Further restrictions may exist in specific programs.

**III. Student Procedure for Independent Study Enrollment**

- a) Complete and sign the Independent Study Contract.
- b) Agree to terms with instructor, and obtain instructor signature.
- c) Receive department chair approval and signature.
- d) Acquire the approval and signature of the associate dean (if other than department chair) or the dean.
- e) Take the completed form to the Registrar's Office for enrollment and processing no later than the end of the third week of the semester.
- f) Forms received after the end of the third week of the semester will not be processed and enrollment will not occur.

**IV. Recordkeeping**

- a) The signed contract will also serve as the ADD card for the course.
- b) The Registrar's Office will maintain archival copies of the contracts.

[The following form is not part of the proposed policy, but is a procedural document.]

**Dixie State College of Utah**  
**Independent Study / Directed Study / Independent Research / Independent Problems**  
**Contract**

<b>Student Information</b>			
<b>Student Name</b>			
<b>Student DSC ID #</b>			
<b>Student Address</b>			
<b>Student Phone</b>			
<b>Student Email</b>			
<b>Total credits earned by student</b>		<b>Cumulative student GPA</b>	
<b>Course Information</b>			
<b>Course Name / Number-Must include CRN or section number- Example: BIOL 4810-01 Independent Study (56342)</b>			
<b>Semester / Year</b> <i>Example: Summer 2009</i>		<b>Number of credits</b> (45 hours of work required for each credit)	
<b>Course Specifics</b>			
<b>Project / Activities / Learning Experiences</b> Use attachments as needed to fully describe the course activities, including goals and objectives.			
<b>Product / Demonstration of Learning</b> Use attachments as needed to fully describe the skills, abilities, expertise, or proficiencies the student will possess at the end of this course.			

**Due Date(s)** *Use attachments as needed to list intermediate and final due dates for student work.*

**Grading Criteria** *Use attachments as needed to indicate measures that will be used to assess student achievement of the learning outcomes.*

**Meeting Schedule** *Use attachments as needed to indicate the schedule for meetings between instructor and student.*

**Approvals**

*We, the undersigned, have reviewed this contract and agree with the terms.*

<b>Student Signature</b>		<b>Date:</b>
<b>Instructor</b>		
<b>Name</b> (please print)		
<b>Signature</b>		<b>Date:</b>
<b>Department Chair</b>		
<b>Name</b> (please print)		
<b>Signature</b>		<b>Date:</b>
<b>Associate Dean / Dean</b>		
<b>Name</b> (please print)		
<b>Signature</b>		<b>Date:</b>
<b>Registrar's Office</b>		
<b>Received</b>		<b>Date:</b>

