



#### Administrative Policy

Policy Title:	Independent Study
Policy Number:	1050
Date Adopted:	12/19/2018
Version:	3 .0
Review Cycle:	Biannual Date Last
Reviewed:	07.27.2023
Office Responsible:	Academic Deans Reviewing Committee: Academic Deans
Related Policies:	Individualized Learning
Related Laws:	N/A

**Policy Summary:** Independent Studies are intended to provide advanced students with an opportunity to receive credit for advanced course work, research, and/or creative projects that fall outside of Jackson College's current course offerings.

**Scope:** With approval from supervising faculty member, department chair, and the supervising dean, independent studies can be arranged by any JC department, earned in any discipline, and offered at any JC instructional location, including online.

**Policy Statement:** Independent Studies are intensive, in-depth investigations into a topic of particular interest to a student. An Independent Study allows a student to work directly with a JC faculty member to pursue advanced academic course work for credit that does not overlap with any of JC's current course offerings.

Independent Studies may not be used to satisfy General Education Outcomes. If an Independent Study is to be used as a substitution for a specific requirement in a program, the department chair and supervising dean must provide a written authorization for the substitution.

Independent Studies requires at least one supervising faculty member and also require a syllabus, including a course calendar. Supervising faculty members must communicate with a student pursuing an independent study at least once per week over the course of the term. Both the student and supervising faculty member are responsible for keeping documentation of these communications. Please refer to the faculty contract for details on faculty compensation for Independent Studies.

A student interested in pursuing an Independent Study must first identify a supervising faculty member and discuss with them their ideas for the Independent Study. The instructional format, assessment methods, and evaluation criteria for an independent study course are negotiated and agreed upon by the applying student and supervising faculty. The student then must fill out the Application for Independent Study form (including obtaining sign off from the supervising faculty member). Any proposed Independent Study must be approved in advance by the supervising faculty member, the relevant department chair, and the supervising dean. Please refer to the Application for Independent Study form for more details regarding the process associated with this policy.



**Change Log:**

<u>Date of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
12/19/18	1.0	Initial Release	K. Thirolf
2/4/21	2.0	Biannual review	VP of Academics/Student Services
7.27.2023	3.0	Review/No changes	Z. McNitt