

JACKSON COLLEGE
REQUEST FOR INDEPENDENT STUDY

JC STUDENT # _____

DISCIPLINE _____

STUDENT NAME _____

TERM _____ YEAR _____

ADDRESS _____

CREDITS 1 2 3 4 5 6

CITY _____

(circle one)

STATE _____ ZIP _____

COURSE DESCRIPTION

An intensive, in-depth investigation of a topic of particular interest to the student. Student should submit a written proposal to a committee consisting of the student, at least one faculty sponsor, and the department chairperson. The proposal shall be developed in consultation with the committee.

PROJECT DESCRIPTION (SPECIFICS) (PLEASE TYPE)

A final written report must be submitted.

Use separate documentation as required.

WRITTEN REPORT DUE _____
(date)

EVALUATION DUE _____
(date)

COPY TO DEAN'S OFFICE YES NO (circle one)

SIGNATURES

Student _____

Date _____

Faculty _____

Date _____

Department Chair _____

Date _____

Dean _____

Date _____

REGISTRAR _____ Date _____

ADD/ACTIVE _____
DEPT / CAT / SEC (TERM/YR)

SCHEDULER _____ Date _____

DISTRIBUTION

- Registrar
- Student
- Faculty
- Dean
- Scheduler

Independent Study Registration Process

1. An individual Student requests academic credit for course work outside the college taxonomy. Together with the Department Chair they begin the ***Independent Study Registration form***, developing the course description and assigning the appropriate credit value and Instructor; all sign the form.
2. Dean of Faculty authorizes with signature.
3. Registrar signs after reviewing for clearly stated course description that does not already exist in college taxonomy and is suitable for transcript reference.

Registrar also confirms section dates are appropriate for census:

- a. Start date is the date of registrar approval
 - b. Meeting times 'TBA'
 - c. End date is noted as 'Evaluation Due' date on the form
 - d. Instructor as noted on form
 - e. Course number ends in '99' preceded by the credit value (such as, '199' = one credit; '499' = four credits, etc.)
 - f. Billing hours generally the same as credit value.
4. Registration Coordinator sends (via hardcopy or electronic copy) the form for the section build information to the Scheduling Coordinator.
 5. Scheduling Coordinator builds the section, gives it an active status and sends (via hardcopy or electronic copy) the form back to the Registration Coordinator with the section number designated.
 6. Registration Coordinator contacts the student to process the enrollment.
 7. Student makes payment arrangements with Cashier.
 8. Registration Coordinator distributes copies of the original document to the student, faculty, chair, dean and scheduler. The original document is scanned to student's record.