



Independent Study Policy

What is It?

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.