A. Purpose

To provide for courses to be taken through independent study or other special arrangements with an instructor when the course needed is not scheduled and waiting for the next scheduled offering of the course would constitute undue hardship on the student.

B. Responsibility

1. It is the responsibility of the student (with the aid of his/her advisor) to identify the need of an unscheduled course and evaluate the urgency of having such a course specially arranged.

2. It is the responsibility of the department chair to make arrangements with an instructor to prepare the "independent study" course and work with the student to meet the course objectives.

C. Procedures

1. Independent study courses should be conducted only as an emergency measure to assist a student to meet requirements for graduation.

2. Approval for all independent study will be given by the division dean. The approval will be in writing and signed by the department chair and division dean.

3. Reporting and scheduling will be the same as for any other class with the exception that the individual instructor will schedule class meetings with the individual student concerned.

4. Attendance will be maintained and hours reported for the 10 percent date will be a point at which 30 percent of the class work has been accomplished.