

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-301.9


PAGE: 1 OF 2

PROCEDURE TITLE: DIRECTED INDEPENDENT STUDY

BASED ON POLICY: 3-1-309

REVISION NUMBER: 7

**OFFICE OF
RESPONSIBILITY:** ACADEMIC AFFAIRS



PRESIDENT

March 25, 2003

DATE

PURPOSE

This procedure outlines the steps to follow in applying for an independent study.

PROCEDURE

1. Prior to the first day of classes, a student may request in writing to the Division Dean permission to undertake an independent study of a course in his or her curriculum.
2. The Division Dean may assign an appropriate faculty member to work with the student to develop a proposal for an Independent Study or may deny the request. This proposal must include the following:
 - a. A cover page that provides academic term, course title, course credit, student name and number, and blank lines for signatures of the student, instructor, Division Dean, and Vice President for Academic Affairs (VPAA).
 - b. A set of course objectives to be met by the student.
 - c. A calendar of student activities and check points during which the instructor will meet the student to review progress, and
 - d. An explanation of the method of evaluation on which the grade will be awarded.
 - e. A copy of the current student transcript.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-301.9

PAGE: 2 OF 2

3. The instructor and the student will sign the proposal and forward it to the Division Dean.
4. The Division Dean may recommend approval, return it to the instructor for revision, or disapprove. If approved the Division Dean will sign the proposal and forward it to the VPAA.
5. The VPAA has final approval authority. The VPAA may recommend approval, return it to the Division Dean for revision, or disapprove. If approved, a copy of the proposal is returned to the Academic Advisor to proceed with registration of the student in the Directed Independent Study.
6. Once the proposal is approved, the course will be entered in the current schedule of classes.
7. Prior to the start of any learning activity, the student must verify to the instructor that all tuition and fees for the course have been paid by showing a receipt copy of the registration form.
8. The Proposal for Independent Study must be approved and learning activities begun prior to the end of the drop/add period.