

# Dixie State University Policy

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## 528 Independent Study



### I. Purpose

1.1 Independent study is designed to provide students the opportunity to earn academic credit for learning experiences not available through formal classes offered at Dixie State University.

1.1.1 Independent study courses should be academic in focus.

1.1.2 Independent study courses have various names in different academic departments, including but not limited to independent study, directed study, independent research, and independent problems.

1.1.3 The following types of learning experiences are not allowed as independent study:

1.1.3.1 Internships or practica.

1.1.3.2 Paid or unpaid (volunteer) work for the University or other entity.

1.1.3.3 Fulfilling a General Education requirement.

1.1.3.4 Extra work associated with a regular course.

1.1.3.5 Individualized work or a course listed in the University catalog.

### II. Eligibility

2.1 The student must have declared a baccalaureate major or emphasis in the requesting department.

2.2 The student must have successfully completed at least 60 credits.

2.3 The student must have a cumulative GPA of 3.0 or higher.

2.4 The development of the project and product is the responsibility of the student.

2.5 The department chair and/or dean or associate dean have the right to approve or deny any request for independent study for reasons including staffing, budget, appropriateness of project, etc.

- 2.6 No student may register for more than eight (8) credits of independent study (or similar course under a different departmental title) in a single semester.
- 2.7 No more than 15 total credits of cooperative work experience, internships, and independent study may be counted toward a baccalaureate degree.
  - 2.7.1 This does not include credit by examination, prior experiential learning, or petition.
  - 2.7.2 Further restrictions may exist in specific programs.

### **III. Student Procedure for Independent Study Enrollment**

- 3.1 Complete and sign the Independent Study Contract.
- 3.2 Agree to terms with instructor, and obtain instructor signature.
- 3.3 Receive department chair approval and signature.
- 3.4 Acquire the approval and signature of the associate dean (if other than department chair) or the dean.
- 3.5 Take the completed form to the Registrar's Office for enrollment and processing no later than the end of the third week of the semester.
- 3.6 Forms received after the end of the third week of the semester will not be processed and enrollment will not occur.

### **IV. Recordkeeping**

- 4.1 The signed contract will also serve as the ADD card for the course.
- 4.2 The Registrar's Office will maintain archival copies of the contracts.

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Policy Owner: Student Services, VP

History:

Approved 5/1/09