

Dixie State University Policy

606 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.

Policy Owner: Provost and VP Academic Affairs

History:

Approved 5/1/09

Revision:

01/31/20