# Independent Study Policy and Procedures

## Independent Study Courses

An independent study (IND) course is an organized program of individualized study supervised by a faculty sponsor where a student participates self-regulated learning.

## Types of Independent Study

Independent Research, Reading, or Creative Project - *deepens knowledge and proficiencies in the subject area; provides an opportunity to explore areas that are not often covered by traditional courses.*

Course Substitution - *serves as an alternative course of study for students who are unable to attend a regularly scheduled class.*

## Eligibility

Students who wish to participate in an Independent Study course must:

- ☐ *Be matriculated at Medgar Evers College (Full or Part time)*
- ☐ *Have earned 30 or more credits (Includes Transfer Credits)*
- ☐ *Have minimum Grade Point Average (GPA) of 2.5*

## Policies

1. IND courses may not be substituted for Core courses.
2. IND courses may not be substituted for courses which have co-requisites of labs, skills, and workshops.
3. All pre and/or co requisite courses or experiences must be completed as required.
4. Students who have not earned the Associate of Arts degree are allowed to complete a maximum 6 credits of IND courses with the approval of the Department Chairperson
5. Students who have earned the Associate of Arts degree and are completing a BA or BS degree are allowed to complete a maximum 12 credits of IND courses with the approval of the Department Chairperson
6. Students may register for only one (1) IND at (1 - 4 credits) course per semester.
7. If a grade of F is received in an IND course, students are responsible for re-taking the IND course or if the IND was taken as a substitute of a major/minor course, students may re-take that course.
8. If the student fails to complete requirements of the plan the faculty sponsor has the option to terminate the contract and submit a grade of F.

The student understands his/her obligation to engage in the following activities:

| Pre- Registration | During Registration | Completing the Independent Study |
|---|---|---|
| 1. Ensure that Independent Study will meet with Department requirements<br>2. Ask a faculty member if he/ she would be willing to supervise you<br>3. Meet with the faculty sponsor to develop an Independent Study Plan (see attached)<br>4. Complete the Independent Study Application& Agreement and obtain appropriate signatures.<br>5. Register for the Independent Study | 1. Submit completed Application/ Agreement along with a copy of the IND Learning Plan to the Registrar's Office.<br>2. Check with your faculty sponsor to ensure that the course is entered into computer. | 1. Complete learning activities independently.<br>2. Meet with the faculty member throughout the semester as agreed by both parties.<br>3. Comply with the requirements for completing the Independent Study as agreed by both parties, in a timely and satisfactory fashion. |

The City University of New York

*Office of Academic Affairs*

Independent Study Application/ Agreement

*This Application/Agreement must be completed and signed by appropriate parties by the second week of class.*

Student's Name: _____

Address: _____

Home Phone: (_____) _____ Email Address: _____

Last 4- digits of SS#: _____ Current GPA: _____ Number of credits earned to date: _____

Academic Department: _____

Major Area of Study: _____ Minor Area of Study: _____

Proposed Semester of Study: [ ] Fall [ ] Spring [ ] Winter [ ] Summer Year: 20_____

Title of Independent Study: _____Number of credits: _____

Type of Independent Study

[ ] Independent Research, Reading, or Creative Project

To expand knowledge in the area of _____

[ ] Course substitution

To fulfill the requirements for _____

Course Number and Title

Faculty Sponsor: _____

*INDEPENDENT STUDY AGREEMENT*

The student understands his/ her obligation as follows:

a. Adhere to Departmental policies and requirements.
b. Learning activities described in the attached Learning Plan are the sole responsibility of the student, except as otherwise stated.
c. The student must comply with the requirements of the Independent Study as agreed by both parties, in a timely and satisfactory fashion.

The faculty sponsor agrees to:

a. Be available to the student.
b. Assist the student in clarifying information.
c. Satisfy the faculty requirements of the Independent Study in a timely and satisfactory fashion.

*I have read and understood the terms of the Independent Study Agreement.*

Student Name: _____ Signature: _____ Date: _____

Faculty Name: _____ Signature: _____ Date: _____

Approved by: Department Chairperson: _____ Date: _____

School Dean: _____ Date: _____

Academic Advisor: _____ Date: _____

A copy of the Independent Study Learning Plan must be attached. The completed Agreement must be presented to the Registrar during registration.

The City University of New York

*Office of Academic Affairs*

INDEPENDENT STUDY LEARNING PLAN

Title of Independent Study: _____ Semester: _____

Student Name: _____ Faculty Sponsor: _____

1. Project/ Course Description

2. Educational/ Learning Objectives

3. Learning Activities (What will the student do to ensure that the expected learning will occur); (If a course substitution, attach course syllabus)

4. Texts or readings to be used

5. Schedule of student/ faculty sponsor meeting times

6. Method(s) of evaluation to be used (List and explain)

Use additional pages as needed. A copy of this Independent Study Learning Plan must accompany the completed Independent Study Application/ Agreement and presented to the Registrar during registration.

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