

## **Independent Study Policy and Procedures**

### **Independent Student Courses**

An independent study (IND) course is an organized program of individualized study supervised by a faculty sponsor where a student participates in 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 a minimum Grade Point Average (GPA) or 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 of 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 of 12 credits of IND courses with the approval of the Department Chairperson.
6. Students may register for only one (1) IND course 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:**

<b>Pre-Registration</b>	<b>During Registration</b>	<b>Completing the Independent Study</b>
<ol style="list-style-type: none"> <li>1. Ensure that the Independent Study course will meet Departmental requirements</li> <li>2. Ask a faculty member if he/she would be willing to supervise you.</li> <li>3. Meet with the faculty sponsor to develop an Independent Study Plan (<i>see attached</i>).</li> <li>4. Complete the Independent Study Application &amp; Agreement and obtain appropriate signatures.</li> <li>5. Register for the Independent Study course</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit completed Application/Agreement along with a copy of the IND Learning Plan to the Registrar's Office.</li> <li>2. Check CUNYFirst to ensure that the course is entered into <b>your</b> registration.</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete the learning activities independently.</li> <li>2. Met with the faculty member throughout the semester as agreed by both parties.</li> <li>3. Comply with the requirements for completing the Independent Study as agreed by both parties, in a timely and satisfactory fashion.</li> </ol>



### **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 days/times

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