

Procedure

Independent Study

Updated 9/30/11

EACH FALL/SPRING SEMESTER - 1, 2 and 3 unit sections will be set up for:

- Art
- Music
- Speech
- Theatre

Section numbers will be listed in the Class Schedule each semester. If Humanities needs an Independent Study section set up, see Lori and she will set up the Section.

- ➔ Instructor completes Independent Study Proposal form with student. There is no need to complete a form with copies – only ONE page is needed as copies will be made. The completed form is needed in addition to any additional paperwork initiated by the instructor.
- ➔ Instructor and student sign the proposal.
- ➔ Instructor give student completed Add Card with:
 - Course name and #
 - Section # (listed in the Class Schedule)
 - **Access code*:** Given at the division office
- ➔ Student brings signed Proposal form and Add Card to the Division Office.
- ➔ Mike or Lori will review the Proposal.
- ➔ If the proposal is satisfactory, Lori will stamp the Add Card with Mike's signature and add the *Access Code.
- ➔ Student then takes the Add Card to Admissions to add the class or if Add Card was left for approval, Lori will contact student to pick up the Add Card.
 - Please note: Students cannot add an Independent Study Course online, they need to that the Add Card to the Admissions office.

Signed copies of the Independent Study Proposal will be distributed to:

- Instructor that completed form
- Instructor of Record **
- Division Office
- Student

** Instructor of Record will rotate between full-time staff members. If a particular instructor should be assigned, please inform Mike or Lori.

Archive: Proposals are kept for 2 years.