

# Directed Independent Study

Directed Independent Study is a way for students to learn course content and receive academic credit under the direction of a faculty member. This is allowed under special circumstances. Students should contact the relevant department dean for more information about requesting an independent study.

All independent study contracts must be processed in the registrar's office, along with an official registration/add form. Before enrolling students in independent study courses, instructors should contact the appropriate division dean or director to discuss the situation. If both agree that independent study is the best option, then the following procedure should be followed:

1. The instructor for the course must complete the contract before the advisor and student plan the student's schedule. The student must take the schedule and the independent study contract to the registrar's office for processing.
2. At the end of the semester, the instructor should forward to the division dean or director the documented number of hours that the instructor has spent with the student.