

COMMUNITY COLLEGE OF VERMONT

INDEPENDENT STUDY POLICY

April 6, 1995

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POLICY

The Community College of Vermont recognizes that some courses may, in limited cases, be offered in independent study format to meet the graduation requirements of degree students. CCV has established guidelines for the delivery of independent studies.

PROCEDURES

1. Only CCV degree students are permitted to enroll in independent studies.
2. Independent studies may be established in extraordinary circumstances; that is, when degree students have met all other requirements and exhausted all other options.
3. Independent study contracts must be approved by the executive director and associate academic dean in addition to the coordinator of academic services.
4. An independent study is initiated through a formal contract between a degree student, her/his coordinator of academic services, and an appropriate faculty member. The contract must articulate: learning activities, evaluative measures, evaluative criteria that align with the essential objectives, the number of hours of direct instruction, and any additional specific responsibilities of the student or faculty member.
5. A degree student undertaking an independent study should be prepared to spend a minimum of 120 hours (for a three-credit course) meeting the guidelines established in the contract.
6. Degree students pay a standard fee in addition to regular fees and tuition for independent studies; faculty members are paid on an hourly basis, between 12 and 15 hours for a three-credit course or 16 and 20 hours for a four credit course.
7. CCV reserves the right to limit the number and availability of independent studies offered; considerations may include: fiscal constraints, the academic center's capacity to supervise, the student's ability to benefit, and the appropriateness of course content for the independent study format.