INDEPENDENT STUDY

Policy Id:
Reg.010 – Independent Study

Contact:
Office of Registrar

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INDEPENDENT STUDY

Policy

Independent Studies is designed to allow qualified students to complete an approved course of studies mentored by a full-time faculty member at the College.

Undergraduate Students

In order to apply for Independent Study, undergraduate students must meet the following criteria:

- Completion of 60 degree credits, unless waived by the Vice President of Enrollment Management;
- A 2.5 or higher cumulative grade point average;
- Only one independent study course each semester, up to a total of four such courses for the duration of a degree program;
- Instructor is a full-time member of the faculty at the College;
- No more than two independent study courses sponsored for a student by the same faculty member for the duration of a degree program;
- Completed independent study application must also be approved by the Registrar’s Office;
- If the course is considered a 400-level course, the Dean of Undergraduate Studies must also approve the application.

Graduate Students

Graduate independent study approval is subject to the following academic stipulations:

- Limited to one independent study course (3 credits) during the graduate program;
- Completion of 12 graduate credits;
- A 3.3 or higher grade point average;
- Instructor is a full-time member of the faculty at the College;
- Completed independent study application (at all levels) must also be approved by the Dean of Graduate Studies.

Procedure

The application for Independent Study is available at the Jay Express Services Counter and on the Jay Stop website. Student can download the application, complete it, obtain the necessary signatures, and submit it to the Jay Express Services Counter. Students have until the end of the second week of classes to submit the independent study application for fall and spring semesters. Students have until the end of the first week of classes to submit the independent study application for the summer session. There is no independent study allowed during the winter session. Registrations for independent study courses will not be processed until the application is complete and signed by all appropriate parties.