

Check-list for ordering an INDEPENDENT STUDY class at UC Clermont College

- Complete the Independent Study Course Request Form
 - The most up-to-date form can be found on the [Forms & Processes web page](#).
 - Independent Study courses are intended for the student who wishes to pursue a topic of study beyond the level available in the traditional course structure.
 - Please complete this form in its entirety – following the requirements and steps on the form.

- A syllabus is **REQUIRED** – please attach to the contract **PRIOR to obtaining signatures**
- Faculty Member:** Obtain student signature
- Faculty Member:** Sign and date as the faculty member
- Faculty Member:** Obtain Department Chair approval signature
- Faculty Member:** Obtain Academic Affairs approval signature
- Faculty Member:** Email signed contract and syllabus to your Department Chair
- Department Chair:** Submit the completed/signed Independent Study contract, syllabus, and class order via email to Meagan.Schalk@uc.edu for processing – see example email below.

Example email with Independent Study contract and syllabus attached – following the normal class order process.

Attachments: Independent Study contract and syllabus

Subject Line: Independent Study class order - <insert course number> for <insert term/session> semester

Body: "Please add a section of <insert class number> as Independent Study for 1 student (insert student first and last name). The day/time/classroom should be TBA. <insert instructor first and last name> should be the instructor on record."

- Faculty Member:** You will receive an email with the Independent Study class information once processed. Please provide the class information to your student so that they can get registered.

Independent Study Course Request Form

Independent Study courses are intended for the student who wishes to pursue a topic of study beyond the level available in the traditional course structure. In general, a student may register for any number of Independent Study courses. Normally, the credits earned may not be used to replace required courses in any program and no more than 4 credit hours may be used as elective credit.

REQUIREMENTS: To qualify for Independent Study the student must have:

1. completed a minimum of 30 hours of collegiate course work with a GPA of 2.5 or higher;
2. completed a minimum of 6 hours in the discipline in question with a GPA of 2.5 or higher;
3. be matriculated.

PROCESS: After the student selects a faculty member with whom he/she wishes to study:

1. the two must agree on:
 - the course of study,
 - the completion date,
 - the number of credits (1-3), and
 - the evaluation procedure to be used;
2. the student will complete and sign his/her portion of the Independent Study form;
3. the faculty member will complete and sign his/her portion of the Independent Study form, including obtaining or verifying the credits earned and GPA of the student. (This information is available in the student's record; see Registration Office personnel;)
4. the faculty member will obtain approval, as indicated by signatures on the form, of the Department Chair and Associate Dean of Academic Affairs;
5. the faculty member will distribute as follows:

original to the student's file (in Registration;)
copies to signatories (the student, the faculty member, the department chair,
and the Associate Dean of Academic Affairs.)

NOTE: *The above is a description of Independent Study as opposed to Individualized Study. Individualized Study is a method by which a course normally offered in the traditional course structure, is offered in a non-traditional format; the course content is the same in both formats. Independent Study is a course in which subject content is different from that covered in any of the courses in the college inventory*

To be completed by the student:

Student Name:

M#/UC ID#:

UC Email Address:

Phone #:

Address:

Student's Program:

I plan to earn a 2-year Associate degree

Yes

No

Maybe

I plan to earn a 4-year Baccalaureate degree

Yes

No

Maybe

Academic Term for Requested Course:

Fall

Spring

Summer

Course (ex. PSYC2052):

***Note: course will be suppressed from OneStop**

Course Title (ex. Fieldwork Practicum):

Number of credit hours:

Completion Date:

Reason(s) for Request:

I am aware that the **INDEPENDENT STUDY** credits I earn may **NOT** transfer as required credit to a four-year university/college and that these **INDEPENDENT STUDY** credits may not transfer as elective credit either. I understand that no more than 4 credit hours in **INDEPENDENT STUDY** may be used as free elective towards an associate degree.

I have discussed this **INDEPENDENT STUDY** course with the following faculty member and he/she has agreed to work with me in outlining the course of study, readings, research, etc., and the necessary evaluation needed to earn the indicated credit above.

Faculty Name:

Faculty Title:

Student Signature:

Date:

**Contract/syllabus for the Independent Study course above detailing course objective and basis for grading must be attached.*

SEE BACK OF FORM – MUST BE FILLED OUT BEFORE APPROVAL

To be completed by the faculty member:

I have agreed to supervise an independent study course and have verified* the information below:

Student Name:

Area of independent study:

Particular topic:

Completion date:

Credits to be awarded:

Number of Clermont College credits student has earned:

Number of advanced standing credits:

Total collegiate credits:

Credits earned in area:

Faculty Name:

Faculty Title:

Faculty Signature:

Date:

Department Chair Signature:

Date:

Academic Affairs Signature:

Date:

**Information is available from the Clermont College Registration Office*

CONTRACT DISTRIBUTION: Original to student's files; photocopies to signatories