Rainy River Community College

Chapter 3. Educational Policies
Independent Study Policy and Procedure

Adopted by FSGC: 02/15/2011
Reviewed: __________
Revised: __________

I. POLICY

Independent Study courses are defined as the instructor’s supervision and teaching of a course which has been approved by the college’s regular course approval process. Independent Study courses have no scheduled formal lectures or labs and are available by arrangement with the instructor.

Independent Study assignments may be assigned as a part of the instructor’s semester-load, or as overload per the MSCF Contract.

Independent Study may not be used to substitute for course offerings, unless agreed to in writing by the instructor and administration. If the number of students exceeds four per course, there must be a written agreement between the instructor and administration.

Independent Study may not be used in instances where the course is offered on a regular basis, except under exceptional circumstances.

Not all classes are available as Independent Study. The Registration Office has a list of courses available via Independent Study.

Independent Study courses are charged at the regular tuition and fee rates, plus a per credit fee to cover instructional costs.

Students must request and be registered for Independent Study courses 45 days prior to the end of each term.
II. PROCEDURE

1) A student who is interested in taking a course Independent Study must first meet with the Director of Instructional Services to determine if the course is available.

2) If the course is available through Independent Study, a student then communicates with the instructor who teaches the course. It is the instructor’s discretion to agree to teach an Independent Study course.

3) If agreed to by the instructor, the instructor and student must complete and sign the Independent Study Contract (available in the Registration Office).

4) Once all parties have signed the Contract, the student must pay the entire tuition and fees at the time the Independent Study course is added to the student’s schedule.

5) The Independent Study Contract should include a timeline for completion and a copy of the instructor’s syllabus for the course.