

## I. Policy

Students who can prove to the satisfaction of faculty that they are capable of independently mastering the content of a course may be eligible to complete a course on an independent study basis. Permission to pursue independent study must be granted by both the student's instructor and the academic department dean.

Registration in a course on an independent study basis will be limited by these factors:

- A. Generally only courses that are not offered in the regular class schedule and are required for graduation within one term may be considered for independent studies.
- B. Courses with laboratories are generally not suitable for independent study. Courses with adequate study guides and well-written texts and resource books are most suitable.
- C. Availability of instructor: Independent study is a time-consuming method of instruction.
  1. Faculty load of 0.25 credit hours for a two or three credit course, .33 for a four credit course and .41 for a five credit course will be assigned for each student. Payment will be per Pellissippi State Policy No. 06:05:00 Extra Compensation.
  2. With the approval of the academic department dean, the faculty member may choose to use the credit for regular load assignments during the academic year in lieu of receiving extra compensation.
  3. No extra compensation for independent study will be awarded for the summer term.
  4. All independent study students will be registered in a separate section that is appropriately labeled.
  5. Appropriate student registration must occur prior to the end of the registration period.

The current maintenance fee per credit hour (non-refundable) shall be paid to the Business Office. The total student maintenance fee and tuition cannot exceed the current published maximum for one semester. Students are given one semester to complete a course taken as independent study.

Examinations will be given by the faculty member as the student progresses through the assigned material. It is the student's responsibility to meet with the faculty member to provide progress reports and to arrange examinations throughout the semester to complete the course material.

If the independent study course is passed, the student is awarded full course credit. If the course is failed, the student may not subsequently request another independent study of that course. Grades of A, B+, B, C+, C, D, F, W, or I are assigned to courses pursued on this basis.

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