

6.40 Independent Study

Last Revised: March 2024

Policy: Piedmont Community College (PCC) is committed to offering courses in varying formats and delivery modes to meet student needs.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide a means for students to complete courses by independent study.

Definitions

Independent Study—a course completed by a student that is not part of an organized class. Enrollment for an Independent Study at PCC is limited to 3 students or less.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO has monitoring authority.

Procedure:

Section 1: Guidelines to Offer an Independent Study

- 1.1. An independent study may be offered when:
 - 1.1.1. courses needed for graduation have previously been cancelled causing the student to fall behind in their progress
 - 1.1.2. students have been improperly advised
 - 1.1.3. other extenuating circumstances exist that impact student persistence
- 1.2. Students are responsible for taking classes when offered.
 - 1.2.1. Students electing to not take a class “in sequence” will be advised that it could impact their graduation date.

Section 2: Approval Process

- 2.1. The advisor or instructor will fill out the Independent Study Request Form, and forward it with all required signatures to the appropriate instructional dean for approval.
 - 2.1.1. The instructional dean will then forward the request to the Vice President, Instruction after the faculty member has consented to teach the course.
 - 2.1.2. The approved form will be returned to the instructional dean.
 - 2.1.3. A copy of the form will be sent to the Registrar where the information will be uploaded into the student's electronic record to ensure proper FTE reporting.
- 2.2. The instructor for the Independent Study will complete the Piedmont Community College Independent Study Verification form to document student hours.
 - 2.2.1. This form will be submitted at the end of the semester to the instructional dean, who then forwards to the Registrar.

Section 3: Instructional Load

- 3.1. Faculty members who agree to take on an independent study will receive one hour of instructional load for courses with three contact hours or less and two hours of instructional load for courses with four or more contact hours.

Legal Citation: [1G SBCCC 200.93](#)

History: Effective January 2014; Revised January 2021, February 2023, March 2024

Exhibit 6.40A

**PIEDMONT COMMUNITY COLLEGE
INDEPENDENT STUDY REQUEST**

Class Prefix:

Class Number:

Section Number:

Student Name:

Student ID#:

Please check the reason for requesting the Independent Study.

Course needed for graduation previously cancelled

Improper advising

Extenuating Circumstances (explain below)

Comments: _____

Advisor Signature: _____

Request Date: _____

Instructor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Instructional Dean Approval: _____

Date: _____

VP, Instruction Approval: _____

Date: _____

The advisor will fill out the Independent Study Request Form, and forward it with their signature, the student's signature, and the instructor's signature to the appropriate instructional dean for approval. The instructional dean will then forward the request to the Vice President, Instruction. The approved form will be returned to the instructional dean. A copy of the form will be sent to the Registrar where the information will be uploaded into the student's electronic record to ensure proper FTE reporting.

COMPLETE A SEPARATE FORM FOR EACH INDEPENDENT STUDY REQUESTED.

Exhibit 6.40B

**PIEDMONT COMMUNITY COLLEGE
INDEPENDENT STUDY VERIFICATION FORM**

The following is a listing of the contact hours completed this semester for _____ Class.

(Student Name and ID#)

(name and sec. #)

Week No.	Week of:	Number of Hours:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
Total		

Signature of Instructor and Date

Signature of Student and Date

*Completed and signed form to be submitted to instructional dean at end of semester.
Dean submits to Registrar.*