

Student Name

Student ID#

Address

Phone Number

Enrollment Semester

Degree/Certificate

Course Number

Course Title

Credit Hours

Instructor

Student Learning Outcomes:

Indicate skills, abilities, behaviors, expertise, or proficiencies the student will possess at the end of the course.

Outcomes Assessment Measures:

Indicate the measures that will be used to assess student achievement of the learning outcomes.

We the undersigned, have reviewed this contract and concur with the contract terms.

Student Signature & Date

Instructor Signature

AVP/Dean/Program Director Signature

For Office Use Only:

- 1. Update Credit and Billing Hours on SSASECT**
- 2. Input Long Title on SSASYLB**

Guidelines for Independent Study

Purpose

Independent Study allows students an opportunity for academic learning beyond what the college provides in the normal curriculum. This may involve creating courses more advanced or specialized than existing YC courses.

Limits

Independent Study is NOT intended to be used for:

- a. Individualized study of a course in the college catalog.
- b. Cooperative job placement, work study, internships, etc. (See Service Learning /Internships). Independent Study is intended to be academic in its focus...not job training or work experience in focus.
- c. Developmental studies or non-college credit activities.

Enrollment Guidelines

- a. Independent Study is available during Spring and Fall semesters and during Summers depending on the availability of resources (AVP/Dean/Program Director determines resources).
- b. Student may enroll for up to a maximum of six credit hours of Independent Study per semester.
- c. Student cannot apply more than twelve credit hours of Independent Study toward a degree at YC.
- d. Registration for the Independent Student may take place throughout the semester, however the contract must be completed by the semester end (See Enrollment Deadlines below).
- e. Students pay normal credit hour fees for Independent Study credits.

Enrollment Procedure

- a. Decide what your Independent Study topic will be about.
- b. Identify a faculty member with expertise in the field you wish to study and discuss your ideas with him/her.
- c. With your instructor, complete an Independent Study Contract Form.
- d. Take the completed Contract to the AVP/ Dean/Program Director for review and approval signature.
- e. Email to the Scheduling Office and Registrar.

Guidelines for Instructors and AVP/ Dean/Program Director

Full Time Faculty

- a. All Independent Studies will be supervised by a full-time faculty member. In special circumstances, adjunct faculty may supervise if the appropriate AVP/ Dean/Program Director approves.
- b. No instructor may supervise more than five Independent Study students, nor more than 15 semester hours of Independent Study credits during a semester.

Enrollment Deadlines

- a. Each Independent Study Contract must be completed by the end of the semester; therefore, a student must have sufficient time remaining in the semester to complete the Contract learning outcomes.
 - Contracts of 5 to 6 credits: Not be approved later than the end of the 3rd week of the semester.
 - Contracts of 3 to 4 credits: Not be approved later than the end of the 6th week of the semester.
 - Contracts of 1 to 2 credits: Not be approved later than the end of the 9th week of the semester.

Note: *Availability during the summer may be limited.*

Key areas of the contract form

- a. **Credit Hours:** A student may enroll for up to a maximum of 6 Independent Study credits per semester. The general guidelines for setting credits is that a student must spend at least 45 clock hours of time or activity for one credit hour. That means a three credit Independent Study will require a minimum of 135 hours of student time.
- b. **Title or name of Project:** This title goes on the student transcript and therefore should be descriptive of what the project is about. The title cannot be the same as a course title in our college catalog.
- c. **Learning Outcomes:** These are statements that indicate what the student will know or be able to do as a result of the Independent Study.
- d. **Evaluation:** The contract must specify how the instructor will assess the learning outcomes.
- e. **Signatures:** Before a student can complete registration for an Independent Study there must be 3 approving signatures (Student, Instructor, and AVP/ Dean/Program Director).