Independent Study Course Offerings
Policies & Procedures

Compensation for independent study credit hours taught by full-time faculty as overloads to their normal 9-hour teaching load will be in the form of supplemental salary using an 80% of tuition formula.

Supplemental salary for independent study credit hours taught as overloads will be paid at the time they are taught. Credit hours may not be accumulated for later redemption as a teaching load reduction; they also may not be taught without compensation.

Where possible, independent study courses which exist as program requirements will be packaged or bundled into 3-credit hour practicums, clinical or internship courses/sections to be delivered within normal 9-hour faculty teaching loads each semester, using student enrollment formulas to be determined by the academic unit and approved by the VCAA.

Effective Fall 2014, independent study courses will be approved only if the course is:

- necessary for individual student program progress or degree completion within the academic year in which approval is requested
- a program requirement which cannot be viably packaged into a 3-credit hour practicum, clinical or internship course within normal teaching load, as described above
- needed to ensure the growth and viability of a particular program
- advantageous to the faculty member’s ongoing teaching, research and service efforts

Faculty who wish to teach independent study courses should submit requests to their Dean prior to the semester in which the course will be taught. Requests should include a complete course syllabus and a rationale for the course using the criteria above.

All requests for independent study approved by the Dean should be forwarded with specific explanations and recommendations to the VCAA for review and approval prior to the semester in which the course will be taught.

VCAA October 17, 2013