I. Independent study is designed to provide students the opportunity to earn academic credit for learning experiences not available through formal classes offered at Dixie State College.
   a) Independent study courses should be academic in focus.
   b) Independent study courses have various names in different academic departments, including but not limited to independent study, directed study, independent research, and independent problems.
   c) The following types of learning experiences are **not** allowed as independent study:
      i) Internships or practica.
      ii) Paid or unpaid (volunteer) work for the College or other entity.
      iii) Fulfilling a General Education requirement.
      iv) Extra work associated with a regular course.
      v) Individualized work of a course listed in the College catalog.

II. **Eligibility**
   a) The student must have declared a baccalaureate major or emphasis in the requesting department.
   b) The student must have successfully completed at least 60 credits.
   c) The student must have a cumulative GPA of 3.0 or higher.
   d) The development of the project and product is the responsibility of the student.
   e) The department chair and/or dean or associate dean have the right to approve or deny any request for independent study for reasons including staffing, budget, appropriateness of project, etc.
   f) No student may register for more than eight (8) credits of independent study (or similar course under a different departmental title) in a single semester.
   g) No more than 15 total credits of cooperative work experience, internships, and independent study may be counted toward a baccalaureate degree.
      i) This does not include credit by examination, prior experiential learning, or petition.
      ii) Further restrictions may exist in specific programs.

III. **Student Procedure for Independent Study Enrollment**
   a) Complete and sign the Independent Study Contract.
   b) Agree to terms with instructor, and obtain instructor signature.
   c) Receive department chair approval and signature.
   d) Acquire the approval and signature of the associate dean (if other than department chair) or the dean.
   e) Take the completed form to the Registrar’s Office for enrollment and processing **no later than the end of the third week of the semester**.
   f) Forms received after the end of the third week of the semester will not be processed and enrollment will not occur.

IV. **Recordkeeping**
   a) The signed contract will also serve as the ADD card for the course.
   b) The Registrar’s Office will maintain archival copies of the contracts.

[The following form is not part of the proposed policy, but is a procedural document.]
## Dixie State College of Utah
### Independent Study / Directed Study / Independent Research / Independent Problems
#### Contract

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Student DSC ID #</td>
</tr>
<tr>
<td>Student Address</td>
</tr>
<tr>
<td>Student Phone</td>
</tr>
<tr>
<td>Student Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total credits earned by student</th>
<th>Cumulative student GPA</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name / Number-Must include CRN or section number- <em>Example:</em> BIOL 4810-01 Independent Study (56342)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester / Year</th>
<th>Number of credits (45 hours of work required for each credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Example:</em> Summer 2009</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Specifics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project / Activities / Learning Experiences <em>Use attachments as needed to fully describe the course activities, including goals and objectives.</em></td>
</tr>
</tbody>
</table>

| Product / Demonstration of Learning | Use attachments as needed to fully describe the skills, abilities, expertise, or proficiencies the student will possess at the end of this course. |
**Due Date(s)** Use attachments as needed to list intermediate and final due dates for student work.

**Grading Criteria** Use attachments as needed to indicate measures that will be used to assess student achievement of the learning outcomes.

**Meeting Schedule** Use attachments as needed to indicate the schedule for meetings between instructor and student.

---

**Approvals**

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

<table>
<thead>
<tr>
<th></th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>Name (please print)</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Department Chair</td>
<td></td>
</tr>
<tr>
<td>Name (please print)</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Associate Dean / Dean</td>
<td></td>
</tr>
<tr>
<td>Name (please print)</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td></td>
</tr>
<tr>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>