



## INDEPENDENT STUDY POLICY

**Board Bylaw:**  
**Policy Number: 6.0700**  
**Subject Area: Instruction**  
**Adopted: 12/20/2007**  
**Revised: 12/20/2007**

Independent Study courses are designed primarily to accommodate student needs in addressing special scheduling conflicts and a demonstrated need. Specifically, the student must show that he/she has not evaded the course when it was offered and that his/her normal academic progress will be affected if the course is not immediately offered by Independent Study. It is important to note that independent study courses must be taught by either full-time or adjunct instructors who are qualified in the discipline that they are teaching. Teaching credentials required for independent study courses are a Master's degree with 18 hours in the discipline for transfer courses and demonstrated credentials for teaching in the career and technical programs. If an Academic Dean or a Vice President is asked to teach an Independent Study course, then higher administrative approval is required.

Independent Study courses should not be used to supplant regular modes of teaching. The objectives and requirements, including examinations, are identical to those in the formal course, as listed in the KC Catalog, syllabi, and course materials. The established course outline will be followed precisely. All Independent Study courses will be administered in accordance with established procedures as attached and incorporated into this policy. Exceptions to the above policy may be made where circumstances warrant and when approved by the appropriate Dean and/or Vice President of Instructional Services.

Replaces Independent Study Policy 3.7  
Approved December 20, 2007