



## INDEPENDENT STUDY PROCEDURE

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

Students may earn a maximum of 25% of the total credit hours toward a degree or certificate through Independent Study (per ICCB Administrative Rules, Section 1501.309 Course Classification and Applicability.)

Independent study is restricted to students with a cumulative GPA of 2.0 or higher and who have completed half of the required semester hours toward their degree or certificate. Additionally, no more than one independent study may be taken by a student at one time.

If a student is given permission to complete an Independent Study for a developmental English, reading, or math course, the student will be expected to meet with the instructor face-to-face for a minimum of half of the regularly scheduled class meeting time.

The Request for Independent Study form **must** contain the beginning and ending dates of the course, the reason for the independent study request, the course syllabus, the specific requirements to complete the course, the method of instruction, and the signatures of the student and instructor. The Instructional Dean maintains the authority over the final approval of requests for independent study. The request form must be accompanied by a current college transcript documenting total credit hours and GPA. The student may retrieve their transcript online via the Kaskaskia College website.

Upon completion of the course, the instructor is required to certify in writing that all student learning outcomes have been met for the course. This shall be verified with the submission of a final grade. Exceptions to the above procedures may be made where circumstances warrant and when approved by the appropriate Dean and/or Vice President of Instructional Services.

Replaces Independent Study Procedure 3.7P Approved December 20, 2007; December 3, 2019