



**Title of Policy:**        **Student Independent Study**

**Policy (check one):** New \_\_\_\_\_ Revised   X  

**Applies to (check all that apply):**

**Faculty**   X          **Staff**   X          **Students**   X  

**Division/Department**   X                  **College**   X  

**Policy Purpose:**

This policy provides the guidelines for students who are seeking to take an independent study in order to complete their course of study. Students are expected to complete their programs through the normal schedule of courses. However, circumstances beyond the students' control may place a student in a situation where it is impossible for the student to take required courses and complete their course of study. To assist students in such a situation, students are permitted to apply for required courses as Independent Study, provided that they meet the proper eligibility and requirements. The College is under no obligation to provide this option to students. Faculty members may or may not accept the assignment to provide Independent Study instruction. The College reserves the right to modify the eligibility and requirements at any time without prior notification.

**Policy Statement:**

It is the policy of Baltimore City Community College to provide students toward the end of their program of study with the option to take a required course as Independent Study to complete their program of study. Independent Study courses must meet the same standards/requirements as the in-class course. Students are limited to a maximum of two Independent Study courses. In extenuating circumstances, the Vice President for Academic Affairs may grant an exception. The College is under no obligation to provide this option. Faculty reserve the right not to accept an Independent Study assignment. The College reserves the right to modify the eligibility and/or requirements at any time without prior notification.

**Implementation Date:**    May 25, 2010; March 20, 2024

**Originator/Division:**        Academic Affairs

**Approved by the Board of Trustees:** May 25, 2010; March, 20, 2024

***\*This policy once approved by the Board of Trustees supersedes all other policies.***