

**NORTHERN MAINE COMMUNITY COLLEGE  
REQUEST FOR INDEPENDENT STUDY**

**Independent Study Course Titles:**

<b>IND201 Senior Independent Study Project</b>	<b>1 credit hour</b>
<b>IND202 Senior Independent Study Project</b>	<b>2 credit hours</b>
<b>IND203 Senior Independent Study Project</b>	<b>3 credit hours</b>

**Description:**

The student in this class will undertake a mutually agreed upon project related to the student's major area of study under the direct supervision of the specialty instructor. Prerequisites: Senior in good academic standing, permission of the instructor and department chair, and completed and approved project proposal form. Page 2 shows specific information on the policy, the requirements and the procedure for the Independent Study

**Student Objectives:**

1. To complete an in-depth study of a topic or topics in his or her major program.
2. To have the opportunity to develop abilities as an independent learner.

**Process:**

This Independent Study form must be completed and approved prior to the registration. A copy of the student/instructor Independent Study agreement between the student and instructor must accompany this form and be sure to address the following requirements:

1. List the objectives of your project.
2. Describe the strategy you will use to accomplish the objectives.
3. Describe how the outcomes will be measured.
4. Describe the mentoring process for this project.

**TO BE COMPLETED BY THE STUDENT (Please Print)**

Independent Study Course Elected (Please circle one: IND201    IND202    IND203)

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

Program of Study \_\_\_\_\_ Cr. Hrs. Completed \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Independent Study Application Approval**

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Instructor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

Registrar (last signature) \_\_\_\_\_ Date \_\_\_\_\_

cc: Student, Student's Advisor, Sponsoring Instructor, Department Chair, Academic Dean and Registrar

**Policy:**

A student with a cumulative GPA of 2.5 or higher may be eligible for a maximum of three (3) credit hours in an approved independent study. The objective of this study is for the student to conduct in-depth research on a topic or topics in his or her major occupational program. The student will have the opportunity to develop abilities as an independent learner. The following conditions apply:

1. An independent study project may carry 1, 2 or 3 credit hours.
2. A student may participate in independent study projects totaling no more than 3 credit hours.
3. An independent study must carry the recommendation of the sponsoring instructor.
4. A list of project objectives and an evaluation process must be prepared by the student and the sponsoring instructor.
5. The sponsoring instructor will issue a grade upon the project's completion.
6. The independent study will be completed during the semester or session of enrollment.

**Requirements:**

1. A recommendation by the sponsoring instructor or counselor that the student should pursue this course.
2. The student and sponsoring instructor will list the course objectives and the evaluation process.
3. The independent study form will be approved by the department chairperson prior to the beginning of the project.
4. The sponsoring instructor will be responsible for the awarding of a grade upon the project's completion.
5. The student must have 30 credit hours in his/her program of study before enrollment in the independent study.

**Procedure:**

1. An independent study application form must be completed by the student, the affected faculty member and the student's advisor. It must then be submitted to the registrar's office prior to the end of a semester's Add/Drop period.
2. No credit shall be given for any work done unless prior approval has been granted and the application was processed according to item one.
3. A non-refundable fee of \$100, in addition to tuition and any other regular course fees will be charged to the student for each course taken as an independent study.