Purpose

To provide supervision/academic guidance/mentoring for students whose program of study requires and
independent study or for students who seek to pursue in-depth study in an area of interest. Both full- and
part-time faculty support these endeavors.

Policy

Due to the unstructured nature of independent study and low number of students engaged in similar study
at any given time, qualified full-time faculty (i.e., have appropriate content expertise) will supervise the
student’s endeavors without remuneration (i.e., counted as part of the workload). If no there is no
qualified full-time faculty member in a discipline which requires an independent study, a part-time faculty
member may be asked to meet this need. In this case, the part-time faculty member will be paid $100/
credit hour. Likewise, if a student needs a required independent study to graduate during summer
semester, either a full- or part-time faculty member may be asked to meet this need. During summer
semester, the faculty member (full or part-time) will be paid $100/credit hour.

Procedure

1. Academic programs requiring and independent study (199 or 299) as part of the completion
requirements will designate a faculty member responsible for coordinating the independent study
each semester.

2. The independent study will be listed in the course schedule with the assigned faculty as the contact
person.

3. If a qualified full-time faculty member is not available, the dean may request an adjunct faculty
member with needed expertise fill this role.

4. A contract identifying the roles and responsibilities of the faculty member will be issued. Upon
completion of the assignment, the adjunct faculty member will be paid.

5. During summer semester numbers 3 & 4 may apply to full-time faculty not on contract.