*Forms:* [*Independent Study*](https://www.ppcc.edu/p/forms)

**INDEPENDENT STUDY (Regular)**

# A. DEFINITION

Independent study courses are catalog or selected topic courses offered on a per student basis. The courses are conducted outside the classroom and guided by a qualified instructor. Assignments are given to the student to study and complete independently within the timeframe assigned by the instructor.

# B. GUIDELINES

1. Independent Study courses will never differ from the catalog in credit or contact hours.

1. An independent study cannot be taught as an audit.

1. PRI classes cannot be taught as an independent study.

# PROCEDURES

1. Faculty or department chairs (for adjunct instructors) complete an Independent Study eRouting form for each student being taught on an independent study basis. The form is then routed to the FLAC Team for processing.

1. A member of the FLAC Team reviews the form for accuracy, builds the class in Internet Native Banner, and adds the CRN and section number to the form. The form is then routed to the appropriate Division Dean for approval.

1. The Division Dean, after approval for the form, returns it to the FLAC Team for final processing.

1. The FLAC Team add maximum enrollment, weekly activity contact and credit hours, and assigns the instructor. An email notification is then forwarded to the student. The source document is housed in the VPIS Instructional Support Office.

1. The student uses their copy of the email notification to register online, or they can take a copy to any of the campuses Enrollment Services office for registration.