

Title: INDEPENDENT STUDY AND GRADING  
PROCEDURE

Code: DD0405

Policy Reference: N/A

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**Independent Study Procedure**

Independent study is a program that allows a student to learn outside the confines of scheduled classes. As the name implies, much of the learning takes place without the direct involvement of an instructor. The delivery of course content may vary, but a student must achieve the same course competencies that exist in conventional classes. However, the time it takes to master those competencies is much more under the control of the student.

**Independent Grading Procedure**

1. An orientation document should be created that spells out the criteria which allows a person to be admitted to independent study courses. This document should identify the responsibilities of the student and the college related to independent study instructional delivery. The document should contain a statement that indicates the student understands the standard operating procedures contained in the document along with grading and refund issues when persons drop classes. Student withdrawal from class is prohibited during the last two weeks prior to the end of the semester. The signature of the student on the orientation document will indicate an understanding of this procedure. A sample student orientation document is available in the Bindery or in Instructional Design, Room M226.
2. The student who registers for an independent study class should immediately be given a status on SMIS of "IP" indicating that they are "IN PROGRESS." If the student makes significant progress but does not complete the course work within the semester in which he/she enrolls, the "IP" grade is carried over to the next semester. If the student fails to complete the course work within the subsequent semester, the "IP" automatically becomes a "U." Once an "IP" grade carries over to the next semester, a student cannot withdraw or be withdrawn from the course. Implementation of this Independent Study and Grading procedure will begin Semester 0, 1997.

Approving Authority:

Gail Cash  
Dean, Instructional Design

Date: 6/2/96

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**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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3. Students currently enrolled in a course wishing to transfer to the independent study section of the same course must do so prior to midterm week. Exceptions require the signature of the associate dean responsible for that course.
4. Students who are covered by Financial Aid and choose the independent study course option will be paid financial aid for the course only during the semester of initial enrollment, even though they may extend to the next semester to finish the course requirements.
5. The touch-tone grading system will be accessible for instructors to enter final grades at any time throughout the year. Monthly rosters will be provided for instructors teaching students in independent study classes. Whenever a student moves from the status of "IP" to an official grade, the instructor will enter the final grade into SMIS via touch-tone telephone to update the grading system for the student.
6. For faculty, guidelines entitled "Writing a Syllabus/Learning Plans for an Independent Study Course" are available in the Bindery or in Instructional Design, Room M226.

Office of Responsibility: Instructional Design