INDEPENDENT STUDY COURSE APPLICATION

Independent study cannot be used to validate existing knowledge or competencies. RCTC provides a Credit for Prior Learning option if a student believes that previous learning or experience meets RCTC course competencies. Students may apply six (6) credits of independent study toward a certificate or degree.

GENERAL DIRECTIONS:
1. Seek a faculty member to work with.
2. Meet with the faculty member, complete this form, and attach a copy of the course outline/syllabus.
3. Meet with the Academic Dean and Division Coordinator for approval and signature. They will review the attachments before signing.
4. Return signed form to the Admissions and Records Office.
5. The Vice President of Academic Affairs’ Executive Assistant will enter the course into the student registration system. A copy of all approved independent study course material will be filed in the Office of the Vice President of Academic Affairs.
6. Register for the course online or at the Admissions and Records Office.
7. Pay tuition through the web portal or at the Cashier’s Office. Note: Tuition for Independent Study has been approved by the MnSCU Board of Trustees at a differential rate (higher).

STUDENT NAME: ____________________________  STINGER ID: ____________________________

INDEPENDENT STUDY TYPE: (Check one)
☐ Regular Independent Study Course enables a student to complete an RCTC course when it is not possible to attend a required class because of unavoidable conflicts. The normal course work of a previously approved course is completed by the student under the supervision of an appropriate faculty member.
☐ Specially Designed Independent Study Course enables a student to develop, with a faculty member, an educational plan for enrichment or focus on a special area of interest. Independent study courses should start and end as near as possible to the beginning and end of the regular semester. Students who intend to engage in a specially-designed course with a specific instructor should have established a working relationship within the discipline (this normally means that the student has taken at least one course in the discipline). The specially designed education plan is completed by the student under the supervision of an appropriate faculty member.

COURSE INFORMATION:
Department: _________  Number: _________  Title: ___________________________________
Credits: ______________  Course Begin Date: ______________________  Course End Date: _____________________
Semester/Year: __________________________  Instructor: ________________________________________________

REASONING: Indicate why you cannot take this course when it is regularly offered (if a regular course) or why this course is being requested (if a specially designed course) and whether this course is required for your degree.

__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

STUDENT SIGNATURE: ____________________________  DATE: ____________________________

I agree to teach this student on an independent study basis:

Instructor Signature  Date

This student has permission to register for the course indicated above:

Academic Dean/Division Coordinator Signature  Date

AASC Chair Signature  Date
(Only required for Specially Designed Course)