

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. Meet with a faculty member, complete this form, and attach a copy of the course outline/syllabus.
2. Meet with the Academic Dean for approval and signature.
3. The Curriculum and Academic Scheduling Coordinator will email you instructions for registration.
4. Pay tuition through the eServices 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, and 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 Signature Date

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