



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Directed Independent Study
Number: 3.2.7.1

Responsibility: Academic Affairs
Last Updated: October 10, 2023
Related Policy: 3.2.7 Directed Independent Study

Purpose:

This procedure outlines the steps to follow in applying for Directed Independent Study.

Procedure:

Procedures related to Directed Independent Study are as follows:

1. Prior to the first day of classes, a student may request in writing to the School Dean or Program Coordinator/Director permission to undertake Directed Independent Study of a course in his or her curriculum.
2. The School Dean or Program Coordinator/Director may assign an appropriate faculty member to work with the student to develop a Proposal for Directed Independent Study or may deny the request. This proposal must include the following:
 - a. A cover page that provides academic term, course title, course credit, student name and number, and blank lines for signatures of the student, instructor, and School Dean.
 - b. A Syllabus that contains the following:
 - i. A set of course objectives to be met by the student.
 - ii. A calendar of student activities and check points during which the instructor will meet the student to review progress, and
 - iii. An explanation of the method of evaluation on which the grade will be awarded.
 - c. A copy of the current student transcript.
3. The instructor and the student will sign the proposal and forward it to the School Dean.
4. The School Dean may approve, return it to the instructor for revision, or disapprove.
5. The School Dean has final approval authority.
6. Once the proposal is approved, the course will be entered in the current schedule of classes.
7. The student must pay all tuition and fees in accordance with the College's policies.
8. The Proposal for Directed Independent Study must be approved and learning activities begun prior to the end of the drop/add period.