

KAPI‘OLANI COMMUNITY COLLEGE
GUIDELINES FOR INDEPENDENT STUDY
(Individual and Specialized Group Study)

Policy Statement

Opportunity is afforded in each of the areas in which credit courses are offered for individual and specialized group study. Individual Study (299 in any subject area) may be arranged by consulting with an appropriate instructor and by the completion of forms obtained from the department chairperson. Likewise, when a number of students are interested in the pursuit or a similar topic, special sections of a 199, Specialized Group Study, may be arranged through similar procedures.

The purpose of Individual and Specialized Group Study is to offer a student an opportunity to participate in the design and selection of learning experiences geared to the student's own interests, aptitudes, desired outcomes and program of study. It is expected that the student has taken and successfully completed all regular credit courses offered in the subject area discipline.

Individual and Specialized Group Study should be appropriate to the student's program of study and related to the existing College curriculum. Individual and Specialized Group Study may not be in a KCC catalog-listed course.

The Specialized Group Study maximum enrollment should not be more than six (6) students without special authorization by the Vice Chancellor for Academic Affairs and should not be used as a substitute for canceled class(es).

Registration will not be permitted until after the competencies, outline, evaluation and application form have been submitted and approved.

When an instructor directs an independent study course, the credits do not count in that instructor's workload assignment.

Application and Registration Procedures:

1. The student formulates the project with the instructor who will direct the Independent Study. The student and instructor complete and sign the Application for Independent Study form and attach the project proposal with competencies, outlines, and evaluation details.
2. The student consults with the appropriate department chairperson concerning (a) the appropriateness of the course for the student's academic program, and (b) the relatedness of the course to an existing College curriculum. The department chairperson signs and dates the Application for Independent Study form indicating approval or disapproval. The dean signs and dates the Application for Independent Study form indicating approval or disapproval. WI designation must also be approved by the WAC coordinator.
3. The student submits an application approved by the dean, department chairperson, and the instructor to the Vice Chancellor for Academic Affairs for review and approval or disapproval. An e-copy of the application must be sent to currcomm@hawaii.edu from the student's UH email account. Applications approved by the Vice Chancellor for Academic Affairs will be reviewed and assigned a CRN by the Instructional Services Office.
4. The student must register for Independent Study by presenting the approved copy of the Application for Independent Study, along with a completed registration or change of registration form to the Kekaulike Information and Service Center (KISC). Registration may be at the student's assigned registration time or during the late registration/change of registration period. (The student will be charged an add/drop fee to add an independent study class during the late registration period. If the student does initial registration during the late registration period they will be charged a late registration fee.)

Upon completion of the course:

1. The instructor submits the final grade(s) using the same Banner procedure as ordinary class sections.
2. The instructor submits a written summary report and evaluation to the department chairperson. The report and evaluation will be kept in departmental files. The files may be reviewed by the Dean, Vice Chancellor for Academic Affairs, or the Chancellor.