



INDEPENDENT STUDY FORM & PROCEDURE
Academic Affairs Division

SECTION 1: STUDENT CONTACT INFORMATION (Please state the exact name as enrolled as a student at UCC)

*FIRST NAME _____

*MIDDLE NAME(S) _____
(if applicable)

*LAST NAME _____

PHONE _____ (HOME) _____ (MOBILE) _____ (WORK)

*UCC I.D. # _____ UCC EMAIL _____

SECTION 2: CURRENT PROGRAMME INFORMATION

PROGRAMME OF STUDY _____ ENTRY DATE _____
(Eg: BSc in Marketing) (mm/dd/year)

CAMPUS(ES) ATTENDED _____

CUMULATIVE GPA _____

SECTION 3: INDEPENDENT STUDY (IS)

Total credits earned to date in current programme _____

Previous number of Independent Studies credits earned in your current Programme: _____

If you have changed programme, how many IS credits were earned in your previous programme? _____

DATA PROTECTION ACT

Purpose, Use and Retention of Data:

Independent Study Agreement:

- Purpose- Independent Study (IS) is an alternative modality for students to earn academic credits, whose needs could not be met under the regular curriculum, to include but not limited to research, communication and data analysis.
- Data Use- To track special course approval, course registration and credits required to complete a programme.
- Data Retention- Student records are retained seven (7) years after graduation then scanned and destroyed plus 1 year after appeal. The digitised student file is retained indefinitely to support further studies.

Consent Agreement:

The University of the Commonwealth Caribbean and its affiliated companies respect your privacy. As an institution, we are committed to ensuring that all data collected and retained, is secured and solely used in UCC.

SECTION 4: STUDENT'S SIGNATURE

NAME _____ DATE _____
STUDENT SIGNATURE (mm/dd/year)

FOR OFFICIAL USE ONLY

SUPERVISORY LECTURER SIGNATURE DATE HEAD OF DEPARTMENT SIGNATURE DATE

INDEPENDENT STUDY POLICY AND GUIDELINES:

1. The Independent Study Agreement (ISA) must be approved and signed by all parties before the start of the IS activities, no later than two (2) weeks after the end of the regular registration period.
2. A maximum of 9 credits or 3 courses may be earned via IS towards any undergraduate degree programme.
3. Students must have completed 50 credits or more, and have a GPA of 2.0 and higher.
4. Only 3 credits or one course may be done via IS in any one Semester/Summer Session.
5. A School/College may impose its own restrictions on the use of IS to earn academic credits.
6. The student is required to complete and sign the ISA above.
7. The IS agreement must be signed by the Lecturer, approved and signed by Dean/HOD.
8. The arrangement may be made outside of the regular registration, but this must be approved as per #7.
9. Students must register for the course, and pay the Tuition fees in full.
10. Academic credits earned through ISA will be granted upon satisfactory completion of all the requirements herein.
11. IS can only be used for taught courses, and as such does not apply to Internships, or a Thesis (as in Applied Research).
12. An IS shall carry a maximum of five (5) and a minimum of three (3) items of assessments and is determined by the Supervisory Lecturer.