

Johnson County Community College

Self-Paced Study Agreement

Self-paced courses are designed for students who are highly motivated and who are good independent learners. Self-paced courses allow a student to start or end a course at times that do not typically coincide with the traditional college class schedule. The student and instructor will work together to agree upon a course schedule that will best suit the student's needs and learning styles.

Enrollment in Self-Paced Courses

To enroll in a self-paced course, the student first meets with the instructor to create a plan that will accommodate the student's goals. The instructor distributes materials, explains the Self-Paced Study Agreement, and enters an enrollment waiver into the student's record. During this meeting, the length of time allowed for completion of the self-paced course will be decided. Self-paced courses are offered in a range of time frames from 3 months up to one year. All work, which includes grading by the instructor, must be completed by the due date recorded in the Self-Paced Study Agreement.

After obtaining an enrollment waiver from the instructor, the student is then able to enroll in the course. Enrollment can be done online, by phone, or in person on the second floor of the Student Center. Obtaining an enrollment waiver does not guarantee a place in the course. Students are encouraged to enroll soon after obtaining the waiver. Enrollment must occur no later than 2 weeks from the date the enrollment waiver was issued. The final enrollment deadlines for self-paced courses each term are listed below.

- Fall Semester - November 1
- Spring Semester - April 1
- Summer Session - July 1

Credit hours are transcribed for the semester of initial enrollment, not the semester of completion. For the purpose of enrollment verifications, the credit hours are counted only for the semester of initial enrollment in the self-paced course.

Refund and Withdrawal Deadlines for Self-Paced Courses

- Last day to drop with 100 percent refund is 2 weeks from the date the enrollment waiver was issued.
- Last day to drop with no refund and without a withdrawal "W" on transcript is 6 weeks from the date the enrollment waiver was issued.
- Last day to drop with a withdrawal "W" on transcript or request a Pass/Fail grade option is 6 months from the date the enrollment waiver was issued. After this date, withdrawal is not permitted. Courses that have been graded prior to this deadline may not be dropped.

Graduation Policy for Self-Paced Courses

When you apply for graduation and the only course enrolled in is self paced, then:

- If you apply for graduation within a year of enrolling in self-paced course(s), the self-paced course(s) will satisfy current enrollment requirements.
- If the self-paced course is needed to meet graduation requirements, then you must complete the self-paced course by the grade deadline for the semester in which you apply to graduate.
- If the self-paced course is not needed to meet graduation requirements, the course will satisfy current enrollment requirement for the semester in which you are applying to graduate. You simply need to complete the course within the allotted year.

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Self-Paced Study Agreement (cont.)

Student ID # _____

Student's Name _____

Mailing Address _____

Telephone # _____ E-mail Address _____

Course Prefix & Number _____ Section _____ CRN _____

Course Title _____

Semester _____ Credit Hours _____

Instructor (Please Print Name) _____

Date of Initiation of Study _____ Required Completion Date _____

Number of Meetings _____ Exams _____ Assignments _____

Other (specify) _____

Student Agreement – I understand that:

- The syllabus describing content, assignments, and requirements is considered a part of this agreement.
- All assigned work and applicable competencies must be completed by the deadline dates established by the instructor.
- I am responsible for maintaining contact with my instructor in person or electronically.
- Failure to meet all deadlines established can result in a grade of "F."
- Entering into this agreement may affect my veteran's educational benefits of financial aid.
- If I am planning to transfer credit for this course to any other school, it is my responsibility to comply with the transfer or concurrent credit deadlines other institutions may impose.

Additional Requirement(s): _____

Student's Signature _____ Date _____

Parent's Signature (when required for student under 18 years of age) _____ Date _____

Instructor's Signature _____ Date _____

Department/Division Administrator Signature (if required) _____ Date _____