

EAST ARKANSAS COMMUNITY COLLEGE

INDEPENDENT STUDY APPROVAL FORM

Student Name: _____ ID Number: _____

Course Number: _____ Course Name: _____

Program of Study: _____ Semester: _____

According to EACC Board Policy 3-24, an independent study course must be approved by the appropriate Vice President. The following circumstances must exist for the independent study to be approved:

1. The student cannot schedule the course.
2. The course is required in the student's program.
3. The instructor voluntarily accepts responsibility for the course.
4. The appropriate Dean recommends the independent study.

Course activities should be designed to assure that the student meets normal learning outcomes of the course. Faculty should submit evidence of activities (tests, assignments, projects, etc.) to the appropriate Dean at the conclusion of the semester.

Directions for Completing the Independent Study Approval Process:

1. Student must meet with faculty member and get faculty acceptance and signature on approval form.
2. Faculty must attach a copy of degree audit to approval form.
3. Faculty must attach a copy of student's schedule for the semester seeking independent study.
4. Student will submit all documents to the appropriate Dean for recommendation.

_____ Accept _____ Not Accept _____
Faculty **Date**

_____ Recommend _____ Not Recommend _____
Appropriate Dean **Date**

_____ Approved _____ Not Approved _____
Appropriate Vice President **Date**

(Please allow a minimum of 48 hours for processing.)