

# 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 Vice President for Academic Affairs. 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 Associate Vice President 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 Associate Vice President 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 Associate Vice President for recommendation.

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\_\_\_\_\_ Accept      \_\_\_\_\_ Not Accept      \_\_\_\_\_  
**Faculty** **Date**

\_\_\_\_\_ Recommend      \_\_\_\_\_ Not Recommend      \_\_\_\_\_  
**Associate Vice President** **Date**

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      \_\_\_\_\_  
**Vice President for Academic Affairs** **Date**

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