

Application for Independent Study

(Return completed form to Student Affairs)

Last Name _____ First Name _____ M.I. _____

Student ID# _____ Phone Number _____ Date _____

Guidelines:

Edison State Community College's independent study program applies to courses which are necessary to a student's curriculum but which are not scheduled when the student may enroll. A student may enroll in such a course on an independent study basis within the guidelines and limitations listed below.

- 1) The course is necessary to the student's educational program.
- 2) No acceptable substitute course is available.
- 3) The course is unavailable at a time when the student can enroll and will not be available in another term.
- 4) The student must be capable of completing the course on an independent basis with limited supervision and teaching.
- 5) The subject matter lends itself to independent study. Courses that require laboratory supervision will normally be excluded.
- 6) The Dean will review the request for independent study and make the final decision as to whether it will be approved before the student may register.

Procedure:

- 1) The student must complete the form below with the instructor.
- 2) The student must provide complete information concerning reasons for needing the course based on the above guidelines.
- 3) The instructor sends the completed form to the Dean of the division the course is contained within.
- 4) Approved forms should be sent to the office of the Provost to create the course and will route to Student Affairs.
- 5) Student Affairs will register the student for the class if approved and distribute copies of the completed form.

| | | | |
|-----------|--------------|--------------|------|
| Course ID | Course Title | Credit Hours | Term |
|-----------|--------------|--------------|------|

I wish to take this course as an independent study because:

This section to be completed by the instructor and agreed to by the student

In order to complete the requirements for this course, the student will do the following (be specific; include plans for regular meetings and attach a course syllabus):

Student Signature: _____ Date: _____

Instructor: I have discussed this course with the student and agree to serve as the independent study instructor during the _____ term. The student will receive _____ credit hours upon completion of the course.

Request that the bookstore order the book

Instructor's Signature: _____ Date: _____

Dean: I have discussed this course with the instructor. Approved Not Approved

Dean's Signature: _____ Date: _____

Office of the Provost: Course ID: _____ Added by: _____ Date: _____

Student Affairs Office: Student enrolled on: _____ By: _____

Distribution: Student File Student Instructor Dean Cashier Bookstore