



## Request for Independent Study

587.0

Academic Affairs

### I. Purpose and Scope

This procedure establishes procedures and provides guidance to students, staff, and faculty regarding independent study requests and availability. The goal of this procedure is to define and explain these methods and identify the individuals involved in fulfilling the requirements of this operating procedure including the Vice Chancellor for Academic Affairs, Advising staff, the Registrar, the Academic Services Coordinator, the Director of Academic Services, faculty, and the respective Academic Deans

### II. Definitions

1. Independent Study: an academic course pursued by a student under the supervision and guidance of an individual faculty member.
2. Timeline: A proposed schedule or timeline outlining the major milestones, activities, and deadlines of your independent study.

### III. Procedure:

A student may request an independent study in situations that involve limitations in institutional course offerings, unmet graduation needs that arise from course scheduling changes or course cancellations, or other extenuating circumstances. Independent studies require that the student work directly with a predetermined faculty member to complete the course requirements and establish mastery of the course outcomes. The course must be comparatively consistent with all other course offerings and may be offered in various modalities and may be scheduled outside traditional semester/term dates (off-schedule).

- An independent study request must be initiated by the student and facilitated through the advisor of record utilizing the electronic request form available at <https://www.uaccb.edu/student-forms>.
- Students must be in good academic standing as determined by UACCB Procedures 501.0 Academic Standards of Progress and 505.2 Satisfactory Academic Progress.
- Student must be in his/her last semester prior to graduation or have documented extenuating circumstances that require independent study as a means of completing graduation requirements.
- The course being requested must be required for graduation and not offered in any modality of the student's last semester.
- The student's request must be approved by the faculty member, Dean, and Vice Chancellor of Academics before the start of the term in which an independent study is requested.

### IV. Related Information

- The Request for Independent Study form can be accessed at <https://www.uaccb.edu/student-forms>

### V. Revision History

Effective Date: July 12, 2023

Revised Date:

Review Date: July 12, 2024