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## **ASUB Standard Operating Procedure – 6003**

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### **Standard Operating Procedure Synopsis**

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Title: **PETITION FOR INDEPENDENT STUDY COURSE**

Approval Date: December 6, 2023

Revision Date, if applicable: October 2, 2024

Review Date(s): November 4, 2024

Annual Review Month: November

Responsible Officer (RO): Vice Chancellor for Academics

Standard Operating Procedures Manager (PM): Vice Chancellor for Academics

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### **A. Purpose and Scope**

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Arkansas State University-Beebe allows students to complete courses through independent studies when participation in regular scheduled courses is not an option. Completion of a course through independent study may help students maintain progress toward their degree programs when unusual circumstances arise. The student, student’s advisor and course instructor will discuss the need for the independent study and provide justification by submitting the “Petition for Independent Study” form.

Reasons for an independent study may include, but not limited to:

- Course needed for degree program is not offered in semester/term of completing degree requirements
- Satisfying a course prerequisite to maintain academic progress toward completing degree within one semester

Reasons an independent study may be denied include, but not limited to:

- Course is not a degree requirement in student’s degree plan
- Student is not within one semester of completing degree requirements

Students approved for independent study courses are often placed in overload status. When appropriate, follow ASU-Beebe Standard Operating Procedure 6004 - Request for Course Overload.

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## **B. Definitions**

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*VCA* – Vice Chancellor for Academics

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## **C. Procedures**

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When it is determined a student is a candidate for a course via independent study, the following applies:

1. A petition for independent study form is to be completed and signed by the student, student's advisor and instructor.
2. After the appropriate signatures are obtained, the petition for independent study form is submitted to the appropriate academic dean for review and signature.
3. If approved by the appropriate academic dean, the dean will submit to the VCA for review.
4. If approved by the VCA, the signed form will be filed in the Office of Academics with copies forwarded to:
  - a. Requesting division's administrative specialist and dean
  - b. Office of the Registrar
  - c. Office of Institutional Effectiveness
  - d. Advisor and instructor
  - e. Student
5. The Office of Academics will add the course to the course schedule with appropriate independent study designation and notify the appropriate division.

An independent study fee of \$50 will be charged to the student's account.

Faculty teaching an independent study will receive \$150 per course.

The petition for independent study form is located on the ASU-Beebe Vanguard Intranet under the faculty forms section.

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## **D. Related Information**

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[Petition for Independent Study Form](#)