

East-West University
Records Department

INDEPENDENT STUDY REQUEST

INDEPENDENT STUDY PROCEDURES

1. Only full-time faculty members are encouraged to supervise independent study courses for the student who has one quarter remaining for graduation or has special circumstances of an academic nature. When a part-time faculty is used, it must be with the consent and collaboration of a full-time faculty and/or Program Director of the Program Area.
2. A faculty member should not exceed more than three independent study courses in any one quarter.
3. After appropriate consultation between the student and faculty advisor, the faculty advisor will prepare the approval for independent study form (copy attached).
4. After the student and faculty who will supervise the independent study, have signed and dated the form, the student will then present this form and register for the course at the Records Office.
5. The faculty supervisor is responsible to work with the student. A schedule and progress report for independent study form will be developed (copy attached). The form will summarize the student requirements (which may refer to the syllabus) and minimally must include at least three formal meetings with supervisor's evaluation and comments on work to date with supervisor's signature and dates. These should include meetings at the beginning of the course, at midterm, and at the end of the course.
6. The form will include a signed statement of confidence and commitment by the student.
7. Upon completion of the work, the faculty supervisor will send his/her copy of approval form plus the schedule and progress report and copy of the final grade, appropriately signed and dated to the Records Office for recording.

Student Initial: _____ Date: _____

Faculty Initial: _____ Date: _____

APPROVAL FOR INDEPENDENT STUDY

STUDENT'S NAME: _____ ID#: _____

COURSE # _____ QUARTER/YEAR _____

REASON FOR INDEPENDENT STUDY:

Statement (*please initial next to each*):

1. I believe that I can master the material of this course on my own. _____
2. I will meet with the advisor and present the required work as scheduled. _____
3. I am aware that it is not enough to just do the required work to pass the course. _____
4. The course grade is also based on the exam grades. _____

STUDENT'S SIGNATURE

DATE

FACULTY SUPERVISOR

DATE

RECORDS OFFICER

DATE