

OFFICIAL USE ONLY:
At American River College, is the student:
Enrolled in a regular catalog course? ____
In good standing? ____

AMERICAN RIVER COLLEGE

INDEPENDENT STUDIES PETITION

Independent study is an extension of an existing American River College (ARC) catalog course. **One unit of independent study equals 54 hours of lab. Independent study may be taken for 1-3 units.** Independent study cannot be used to repeat or to substitute for an existing ARC course.

ELIGIBILITY:

- 1. Student must have successfully completed the regular basic catalog course at ARC.
- 2. Student must be enrolled in a regular catalog course.
- 3. Student must be in good standing.

STUDENT:

- STEP 1: Discuss your student educational plan and the transferability of the independent studies course with a counselor.
- STEP 2: Discuss the option of an independent studies course with an instructor in the discipline.
- STEP 3: If the instructor agrees to supervise this course, complete the independent studies petition. Once you and the instructor have signed the petition, please forward to the Area Dean for approval.
- STEP 4: Upon approval of the Independent Studies Proposal Petition, A&R will add the class to your schedule and contact you by way of email to pay the enrollment fees. The completed petition must be filed by the deadline published in the class schedule in the semester in which the study is to be completed. If the study is not completed by the end of the semester, a new petition must be approved in the subsequent semester, if units are to be granted.

Student ID #: _____

Name: _____ **Phone #:** _____

E-mail Address: _____ (Please print clearly)



I am requesting permission to register in the following **Independent Studies course**:

Discipline: _____ 295 / 495 (circle one) **Units:** _____
(ART, BUS, CHEM, etc.)

Independent Study to be completed in: FALL SPRING SUMMER YEAR _____

ARC course being extended: _____ **Course taken?** FALL/SPRING/SUMMER _____
(circle one) (year)

Grade earned: _____

Proposal Justification: (Please explain why you are petitioning to do this independent studies course.)

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- I agree to meet regularly with the supervising instructor to discuss plans and progress in the work undertaken. I understand that once I am registered in an independent studies course I will receive a grade based upon my performance as if I were enrolled in a regularly scheduled course.

Student Signature

Date

APPROVAL SIGNATURES

Supervising Instructor: _____ **Date:** _____
Print name _____

Area Dean: _____ **Date:** _____
After Area Dean approval, this petition should be forwarded to Enrollment Services / Records & Admissions.

Associate Vice President of Instruction: _____ **Date:** _____

OFFICE USE

Records	Instruction
Received date -	Course name -
Transcript/Schedule -	Course code -
Student enrolled date -	Date and initials -

INDEPENDENT STUDIES PROPOSAL

(To be completed by the Supervising Instructor. Please use additional paper if necessary.)

- An independent study course 295/495 from the same discipline of the completed ARC catalog course is listed in the current catalog. **Please circle: YES NO** *(If no, the 295/495 cannot be offered)*
- An independent study course cannot be used to repeat or to substitute for an existing ARC catalog course.
- An independent study course cannot be used for a student to attend lecture or lab in another course.
- One unit of independent study equals 54 hours of lab.

DESCRIPTION (Indicate how this is an extension of an existing ARC catalog course.)

COURSE TOPICS (Describe the topics to be covered and lab hours for each topic.)