

# Request for Independent Study

Richland Community College | One College Park | Decatur, Illinois 62521



## To request an Independent Study,

- 1) A student must meet with assigned Student Success Coach to determine eligibility,
- 2) The course should be required for graduation, professional certificate, or transfer, and
- 3) The requested year and term for Independent Study and the year and term of graduation should be the same. The Dean may approve an Independent Study for a special situation.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Last First Initial

Address \_\_\_\_\_  
Street City State Zip

Telephone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_ Anticipated Graduation Year & Term \_\_\_\_\_

Course for which Independent Study is requested:

\_\_\_\_\_ Course Prefix/Number Descriptive Title Credit hours

Catalog year for degree requirements: \_\_\_\_\_ Major: \_\_\_\_\_

### Reason Independent Study Needed (Student Success Coach must complete and sign)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Semester of Independent Study \_\_\_\_\_ Completion Deadline \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**After completing the top of this form, the student submits it to appropriate division office.**

### To be completed by appropriate Division Dean:

- I approve the request for Independent Study

The instructor for the course will be \_\_\_\_\_

- I do not approve the Request for Independent Study

Comments \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Complete and notify the student of your decision. Retain the original copy of this form and provide an electronic or photocopy to the Student Records Office and to the student.*

### To be completed by Faculty:

- I agree to teach this Independent Study and acknowledge that I must submit the following electronic or paper information to the Division office prior to payment:

- Course Syllabus
- Copy of the handouts and other materials
- Documentation of student meetings or online interaction
- Copies of tests, quizzes, and other graded assignments completed by the student

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_