

### *Independent Studies*

Independent studies must be approved by the appropriate instructional dean on a limited basis for students who have extenuating circumstances that prevent them from enrolling in a regularly scheduled course offered by the College. The student must have sophomore standing and must be within one semester of graduation. An eligible student may enroll in only one independent study course during any given semester/term and may take no more than two courses in independent study work at the College. The appropriate instructional dean may review past performance in related courses at Central Alabama or other institutions to determine if a student will be approved to enroll in an independent study course. Courses that require laboratories or other courses that do not lend themselves to independent learning may not be approved for independent study. The ability of the College to offer a student the opportunity for an independent study is dependent on the ability of the College to find a qualified instructor. Exceptions to any of the above must be approved by the appropriate instructional dean.

Forms for independent studies are available from an advisor. A request must be initiated by the student in consultation with an advisor and instructor. Approval from the full-time instructor is required prior to approval by the Division Chair. Final approval must come from the appropriate instructional dean.