

INDEPENDENT STUDY GENERAL POLICY AND PROCEDURE

The University of Arkansas Department of Independent Study, as publisher of Independent Study General Policy and Procedure, has made every reasonable effort to maintain factual accuracy herein; however, editorial, clerical, or printing errors may occur. All information contained is subject to change without advance notice. IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME FAMILIAR WITH INDEPENDENT STUDY GENERAL POLICY AND PROCEDURE.

INTRODUCTION

Independent Study is a flexible mode of learning that offers the student an alternative to the classroom. Though it is perhaps best suited to students who, for whatever reason, are unable to do resident work, it is by no means restricted to this group. Resident students may find Independent Study a viable option in that it provides benefits such as resolving scheduling conflicts, opportunity to raise their grade point average (GPA), and allowing students who do not wish to attend summer school the opportunity to continue their program of study while off campus. Independent Study can be every bit as challenging and rewarding as resident work. While Independent Study allows students to control, within specified limits, their learning pace, it also demands of students a great deal of self-discipline, motivation, and an ability to work with a minimal amount of tutorial aid. Any student who plans to enroll in an Independent Study course should carefully weigh these factors. All instructors who develop and teach college courses for the Department of Independent Study have been approved by the academic department in which the course originates. The Department of Independent Study is cooperating with the Defense Activity for Non-Traditional Education Support (DANTES) to meet the educational needs of military personnel. The University of Arkansas is accredited by the North Central Association of Colleges and Secondary Schools and is a member of the National University Continuing Education Association.

ADMISSION

Applicants to the Department of Independent Study are categorized as degree-seeking or non-degree-seeking students. All Independent Study applications must be delivered to:

UA Department of Independent Study
School of Continuing Education and Academic Outreach
2 East Center
Fayetteville, AR 72701

Applications may be faxed but **DO NOT INCLUDE CREDIT CARD INFORMATION**. The fax number is 479-575-7232.

Degree-Seeking. Any applicant that is attempting to complete a degree offered by the University of Arkansas is categorized as degree seeking and must have record of formal admission by the Office of Admissions. Students returning to the University after an absence of a fall or spring semester must complete a short readmission form from the Office of Admissions to reactivate registration privileges.

Students that have been accepted for admission to the University of Arkansas, Fayetteville must have their Dean's office approval signature on their Independent Study application to be allowed to participate in Independent Study courses.

Non-Degree-Seeking. Any person that is not attempting to complete a degree offered by the University of Arkansas is categorized as non-degree seeking. Formal admission to the University of Arkansas through the Office of Admissions is not required of a non-degree-seeking student to participate in courses through the Department of Independent Study.

The School of Continuing Education and Academic Outreach will approve applicants who are not currently admitted to the University of Arkansas for enrollment in the Independent Study program. These students must complete and submit the department's *Application for Independent Study*.

Policy Affecting all Applicants. Independent Study courses may be taken for audit. Students that audit Independent Study courses must adhere to policies as specified by the Department of Independent Study. Non-degree-seeking students are not eligible for financial aid, and the University of Arkansas incurs no obligation to provide academic advisement.

Independent Study courses may serve as a means of access to regular, degree-seeking status by allowing a person with unsatisfactory grades in previous high school or college course work to address deficiencies (e.g., remedial courses, GPA) required for regular admission to the University of Arkansas. An Independent Study student is also subject to scholastic progress regulations such as Academic Warning, Suspension, and Dismissal.

Independent Study students must meet course prerequisites, and should be prepared to verify to the department by official documentation that University course prerequisites have been met, when required. Students planning to enroll in any upper-division teacher education courses should verify admission to the Teacher Education Program prior to application. Independent Study students may not have more than twelve hours of active enrollment without the approval of their Dean's office and/or the Department of Independent Study.

Unless otherwise specified, Independent Study students who wish to be admitted into a degree program at the University of Arkansas must apply for admission prior to the beginning of the term for which the change of status is requested. All requirements for undergraduate admission to the University of Arkansas must then be met. Students are advised to check with their Dean's office to determine the maximum semester hours earned through Independent Study that will apply to a degree at the University.

When to Apply

Independent Study students may apply at any time, however, students that apply during priority registration periods may be eligible for additional benefits. Priority registration periods for Independent Study courses may be reviewed under the *Academic Calendar* section of ***Independent Study General Policy and Procedure***.

Students must complete and submit the form titled, *Application for Independent Study*, which the Department of Independent Study reserves the right to reject.

Who can Apply

The following students will be considered for Independent Study enrollment:

1. *Degree-seeking students.* Students currently attending the University of Arkansas that have been accepted for regular admission to the University and are seeking a degree from one or more of the University's colleges.
2. *Non-degree-seeking students.* Students currently attending the University of Arkansas that have been accepted for regular admission to the University, but have not declared a major program of study.
3. *Visiting students (Non-degree-seeking from UA).* Visiting students from other colleges or universities who wish to enroll at the University to earn credits that they plan to transfer back to their home institution. It is the student's responsibility to verify with his or her college that courses taken here will be acceptable as transfer credit.
4. *Special Interest students (Non-degree-seeking from UA).* Students who want to take courses of special interest for personal or professional development, but who are not interested in working toward a degree. Students who already have a college degree and who want to take credit classes, but not toward another degree at this time.
5. *High school students (Non-degree-seeking from UA).* High school students who wish to take selected University courses while enrolled in high school may apply to the Independent Study program. Applications must contain signature approval of the high school principal or counselor. These applications are reviewed by the Department of Independent Study.

How to Apply

To apply, complete the form titled *Application for Independent Study* in the *Student Forms* section. Submit this form with payment and all required approval signatures to:

Department of Independent Study
2 East Center
Fayetteville, Arkansas 72701
(479) 575-3647 or 1-800-638-1217

Or, if paying by approved credit or debit card, add the credit or debit card information to the completed application form and fax it to the Department of Independent Study at 479-575-7232.

Note to high school applicants: ACT or SAT scores, high school transcript, letter of intent, and a letter of recommendation from the high school principal may be required. Because these applications require review, applications should be submitted at least one month in advance of your desired enrollment date. Concurrently enrolled high school seniors who plan to enroll in the Fall semester at the University of Arkansas as a regular freshman must submit a separate application for regular admission.

Course Descriptions

COLLEGE COURSES: The unit measure for college credit is the semester hour. Courses at the University of Arkansas carry a four-digit number. The first digit on the left identifies the course rank (freshman, sophomore, etc.); the last digit on the right shows the credit value of the course. For example, COMM 2351 is a sophomore-level course carrying a credit value of one semester hour.

Costs

The costs to the student payable to the Department of Independent Study include the following: (1) tuition, (2) course outline, (3) processing, and (4) miscellaneous fees, if any. *All fees, except examination fees, are payable at the time of enrollment.*

All payments to the Department of Independent Study must be made in U.S. currency only.

Tuition

College Tuition

Cost to participate in college courses through Independent Study is \$99.99 per credit hour tuition for Arkansas residents or \$105.25 per credit hour for non-Arkansas residents. Additional fees will be applied on a per course basis. **TEXTBOOK PURCHASE IS THE RESPONSIBILITY OF THE STUDENT.** See *RECOMMENDED TEXTBOOK VENDORS* section of *Independent Study General Policy and Procedure*.

Course Outline Fee

Unless otherwise noted in the fees listed with the course, the course outline fee for Department of Independent Study courses is \$7.00. This fee is non-refundable.

Processing Fee / International Postage

Unless otherwise noted in the fees listed with the course, the processing fee for Department of Independent Study courses is \$10.00. This fee is non-refundable. Students taking print-based courses with residence outside of the U.S., except members of the U.S. military services, must include one of the following nonrefundable fees for additional postage for each enrollment:

1. Postage for students living in North, Central, or South America \$30.00
2. Postage for students living in all other non-U.S. areas \$75.00

The student is responsible for postage on all lessons and examinations mailed to the University of Arkansas Department of Independent Study.

Miscellaneous Fees

Individual courses may include fees for workbooks, audio/video tapes, and other items as required by the course instructor for course completion. These fees will be listed with the individual course where appropriate.

The Department of Independent Study pays regular postage on lessons and materials sent to students. Students are responsible for any expedited postage/shipping/ mailing fees. The student assumes postage costs for mailing lessons and materials to the Department of Independent Study office.

Faculty/staff and dependent discounts do not apply to Independent Study enrollments.

Examination Fees

In some cases, examination supervisors will ask that a student pay a fee to have examinations monitored. If such a fee is charged, it is the responsibility of the student to pay it.

Students may request 'rush' grading of course examinations for a fee of \$15.00 per examination. Instructors will be notified of the request for rush grading and asked to return graded examinations to our office within 4 workdays of notification by the Department of Independent Study. If this deadline is not met, the fee will be refunded to the student.

GENERAL REGULATIONS

Important Dates

Independent study enrollments are time-based, beginning with the official enrollment date and ending with the official expiration date. The official enrollment date is the date that the School of Continuing Education and Academic Outreach receipts sufficient fees for an application for Independent Study. If, for reasons beyond the control of the student, course materials are not mailed within seven calendar days of receipt of fees, the official enrollment date becomes the actual mailing date of the course materials. **NOTE: Textbooks are the responsibility of the student and have no effect on official enrollment date unless they are verified by the University of Arkansas Bookstore (recommended vendor) as unavailable at the time of the student's enrollment.** If textbooks are unavailable from the recommended vendor, the official enrollment date begins when textbooks are available from the vendor. For contact information, see the *Recommended Textbook Vendor* section of ***Independent Study General Policy and Procedure***. The official expiration date is six-months from the official enrollment date. If a student extends a course the official expiration date changes according to the approved extension.

Academic Honesty

Introduction

The University of Arkansas, Fayetteville, presents this policy as part of its effort to maintain the integrity of its academic processes. Academic honesty should be a concern of the entire University community, and a commitment to it must involve students, faculty, and administrators.

Students must understand what academic integrity is and what the most common violations are. With that understanding they must commit themselves to the highest standards for their own, as well as for their peers', academic behavior.

Public support and encouragement of the faculty is a second critical component necessary to strengthen academic integrity on campus. Faculty members must be continually vigilant in the management of their classes, their assignments, and their tests.

Finally, the administration of the University must present to the students standards of academic integrity. Those standards must be part of a publicly recognized, understood, and accepted set of policies and procedures that can be applied consistently and fairly in cases of academic dishonesty.

It is the responsibility of each student, faculty member, and administrator to understand these policies. A lack of understanding is not an adequate defense against a charge of academic dishonesty.

With regard to the application of this policy, the University assures its support of faculty members and other employees of the University who are acting in good faith in the course and scope of their employment and in the performance of their official duties.

This policy is only a part of the University's effort to promote academic integrity in all aspects of its programs. By necessity, this part discusses only prohibited acts and a process of applying sanctions. The ultimate goal, of course, is to provide an atmosphere that will make superfluous the procedures and sanctions that follow.

Definitions Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process at the University of Arkansas. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
5. Stealing, buying, or otherwise obtaining information about an examination not yet administered.
6. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
10. Plagiarizing, that is, the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference or footnote. Plagiarism occurs both when the words of another (in print, electronic, or any other medium) are reproduced without acknowledgement or when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all University students to understand the methods of proper attribution and to apply those principles in all materials submitted.
11. Sabotaging of another student's work.
12. Falsifying or committing forgery on any University form or document.
13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
14. Committing any willful act of dishonesty that interferes with the operation of the academic process.
15. Facilitating or aiding in any act of academic dishonesty.

Procedures

Sanctions for acts of academic dishonesty may be applied in the following ways:

A. Instructor Action

When an instructor determines or believes that a student in the instructor's class is guilty of academic dishonesty deserving of sanction, the instructor should within five working days follow one of the following: (If the instructor is either a graduate teaching assistant or a temporary faculty member, then a supervising faculty member or the departmental head or chairman may assist in the handling of an academic dishonesty case.)

1. The instructor may determine a grade sanction and within five working days report that sanction, along with the essential details of the incident, to the judicial coordinator in Student Affairs. There is, under these circumstances, no request for administrative or judicial action. The student sanctioned in this way and instructor will be notified by Student Affairs and will have five working days from that notification to request a hearing by the All University Judiciary (AUJ) as outlined in Section B.2 below. If the student does not request a hearing within five working days, then it is assumed that the sanction is not contested. The student will be required to have a conference with the judicial coordinator so that the consequences of the action can be made clear.

During the course of the hearing, the student's participation in the affected class should continue so that any action can be reversed without prejudicing the student's academic performance and evaluation. Should the hearing process not support the grading sanction applied by the instructor, then the instructor and student may agree and remedy the sanction with the student proceeding in the class without prejudice. If the instructor and the student cannot so agree, or if the grading sanction cannot be remedied, then the student may appeal via the Academic Appeal Structure for Undergraduate Students.

If the defense of any grade is based on alleged academic dishonesty and the faculty member has not followed the University policy, the ability of the faculty member to defend his or her action may be adversely affected.

2. The instructor may file an incident report form referring the case to the judicial process for determination of guilt or innocence and the application of sanctions. If the student is determined to be guilty of academic dishonesty, then the instructor may apply a grade sanction in addition to whatever sanctions are applied by the judicial process. While such a case is pending in the judicial process, the student's participation in the affected class should continue to avoid pre-empting the options available after the guilt or innocence is determined. This course of action is appropriate in cases where there is doubt about guilt or innocence or in cases where the offense deserves sanctions beyond the grading system.

B. Judicial Process

If the instructor chooses to refer the case to the judicial process as outlined in A.2 or if another student, faculty member, or administrator wishes to charge a student with academic dishonesty, the following procedures will be followed:

1. **Administrative Action.** This would involve the application of a sanction or an admonition or some type of probation following established guidelines by the judicial coordinator after an incident has been reported by a faculty member, an administrator, or a student. Such action may be appropriate in cases where there is little or no disagreement as to the details of the reported incident. Administrative sanctions may be appealed by any party in the incident to AUJ within three working days of notification of the administrative action.
2. **All-University Judiciary (AUJ).** This involves application of sanctions for academic dishonesty after the case has been heard and decided by AUJ. This would be used in contested cases, cases of appeals of instructor or administrative actions, any case involving a student with a previous record of academic dishonesty or who previously received a grade sanction for academic dishonesty, and in cases where the sanction could result in suspension or expulsion from the University. The procedures involved in AUJ action are available from Academic Affairs or Student Affairs.

Any action of AUJ may be appealed within five working days through the Provost/Vice Chancellor for Academic Affairs to the Chancellor of the University. If the Chancellor discovers evidence previously unavailable to AUJ, then the Chancellor may explain in writing to the Chair of AUJ and ask that AUJ rehear the case.

Sanctions

The choice of sanctions in cases of academic dishonesty always involves consideration of the integrity of the educational process of the University. There is no place in that process for academic dishonesty, and if a student is undermining the integrity of that process, then separating that student from the University is the natural sanction. The intent of this policy is to make acts of academic dishonesty clear risks – that is, the sanctions are to be sufficiently heavy to deter academic dishonesty. Thus, the application of a grade sanction as the only sanction is to be very carefully considered and should occur only in unusual cases.

The following are possible sanctions for academic dishonesty:

1. **Grading Sanctions.** An instructor may apply grading sanctions. Such sanctions may also be recommended by either the judicial coordinator in case of administrative action or by AUJ, but the final decision will be that of the instructor. Grade sanctions may consist of either grades of zero or failing grades on part or all of a submitted assignment or examination, or a lowering of a course grade, or a failing grade. All grade sanctions must be appropriately reported as outlined in the procedures above. A grade sanction may be appealed by the student via the Academic Appeal Structure for Undergraduate Students.
2. **Admonition or Probation.** These are applied by either administrative action or AUJ action. The types:
 - a. **Admonition.** This is a firm warning against future violations, filed in the office of the judicial coordinator.
 - b. **Conduct Probation.** This is a probation imposed for a specified period and constitutes a final warning and a second chance to demonstrate what has been learned and to show improved judgment.
 - c. **Personal Probation.** This is a probation imposed for a specified period and constitutes a final warning of more severe sanctions. This requires the student to meet periodically with a University official to discuss and explore alternatives to the kind of behavior that resulted in the sanction.
 - d. **Disciplinary Probation.** This is probation imposed for a specified period and constitutes a warning that affects the student's good standing in the University. Violations of regulations during the period are likely to result in suspension or expulsion. During the period, the student is no longer to hold campus offices, receive honors, or represent the University in extracurricular or intercollegiate activities.
 - e. **Educative Sanctions.** These include a variety of assignments, tasks, or experiences that should make the offender more aware of the nature of the general problem of academic dishonesty. These may be applied in conjunction with any admonition or probation.
3. **Suspension.** Suspensions for a specified period of time from the University may be recommended by AUJ. Such suspensions may be for the remainder of a semester or for a specified number of semesters. In cases of clearly premeditated cheating or cases where either illegal actions or conspiracy with others is involved, suspension for at least the remaining part of a semester or one full semester must be considered as a sanction. Also, suspension will normally be the minimal sanction in cases where a student is guilty of academic dishonesty for a second time.
4. **Expulsion.** Expulsion from the University for an indefinite period of time may be recommended by AUJ.

Implementation and Review

For details of procedures for implementing this policy, contact the Office of the Provost/Vice Chancellor for Academic Affairs. This University policy does not preclude the implementation by colleges of policies determined by the Provost to be more rigorous.

A high sense of personal honor and integrity is expected of students enrolled in Independent Study courses. Students may seek tutorial assistance with lessons; however, ***lessons and examinations submitted for grading must represent the student's own work without outside assistance.***

Students with Special Needs

Students with special educational requirements as stipulated by the Americans with Disabilities Act should contact the Department of Independent Study prior to applying for Independent Study courses. Reasonable efforts will be made to accommodate student needs. Students may be referred to the University of Arkansas Center for Students with Disabilities (see page 5) for additional review of their specific accommodation requirements.

Method of Instruction

Print-Based Courses

Upon receipt of the application and fees for an enrollment by the Department of Independent Study, the student's personal records manager will send the initial enrollment information letters. The records manager will be the student's primary contact person regarding all enrollment issues. The Department of Independent Study uses United Parcel Service for *some* materials that are shipped to U.S. street addresses. The Department also uses the U.S. Postal Service first class mail for shipment to P.O. boxes or APO/FPO addresses. Lessons for grading should be mailed or delivered to the Department of Independent Study according to the following schedule unless otherwise noted in course outline:

<u>Number of Lessons in Course</u>	<u>*Maximum lessons accepted</u>	
3 to 14 lessons.....	3 per week	* Maximum lessons accepted are determined by the number <i>received</i> during the week by the Dept. of Independent Study.
15 to 20 lessons.....	4 per week	
21 lessons or above.....	5 per week	

Lessons may not be faxed to the Department of Independent Study. The course instructor may impose further limitations on, but not increase the maximum number of lessons accepted per week. Students attempting to meet a particular course completion date should see the Time Limits section below for additional information.

If approved by the course instructor and by the Department of Independent Study, students may submit lessons in some courses via e-mail. Please check the box on the *Application for Independent Study* form labeled *Request E-mail Option* to begin the approval process for e-mail submission of lessons. If the student has not been notified that this request for e-mail submission of lessons has been approved, lessons should be submitted by regular mail only.

As lessons are received, the student's records manager forwards them to the appropriate instructor for evaluation. The lessons are returned to the Department of Independent Study where grades are posted on the student's record and the graded lessons are then returned to the student. Under normal circumstances, inquiries concerning the conduct of a course should be directed to the Department of Independent Study; questions regarding content or evaluation of lessons and examinations should be directed on assignment cover sheets to the course instructor.

As soon as course materials are received, the student should begin to work on lessons. Studies indicate that successful Independent Study students establish and maintain a schedule for course completion. Therefore, the Department of Independent Study urges its students to begin work immediately and work consistently throughout their enrollment. Long delays in lesson submission increase the likelihood of problems in satisfactory course completion.

Online/Internet Courses

Applicants must check the box on the *Application for Independent Study* form requesting enrollment in available online/Internet courses. Upon receipt of the application and fees for an enrollment by the Department of Independent Study, the student's personal records manager will send the initial email welcoming the student into the course. The email will identify the course, instructor, email address for the course, the web address for course access (<http://blackboard.uark.edu>), the student's userid and password, and critical dates associated with the student's enrollment. The records manager will be the student's primary contact at the Department of Independent Study regarding all enrollment issues.

Unless otherwise stated in the course outline, students may progress at their own rate in completing and submitting lessons for an online/internet course. They will, however, be limited to submission of only those assignments that precede the next examination for which the student is eligible. When the appropriate number of lessons has been submitted, the student must complete the Examination Request Form under the *Student Form* section of ***Independent Study General Policy and Procedure*** to request that the appropriate examination be sent to a proctor pre-approved by the Department of Independent Study. Students in online/internet courses will not be allowed to complete enrollments in less than six-weeks from their

official enrollment date. Students may download our *Proctor Request Form* from the Department website, www.uacted.uark.edu/isproctor. All email from students in online/internet courses must be sent to the course email specified.

Time Limits

The recommended enrollment period for each course is **SIX MONTHS** from the official enrollment date. This allows time for complete processing of all lessons and the examinations **BEFORE** the course expiration date. As a general rule, students should allow up to two weeks for lessons to be graded and returned. Students should notify the Department of Independent Study of any course completion deadline prior to the six-month expiration date. Additionally, students should take into consideration that many instructors elect to take vacation time during the summer, as well as during University holidays resulting in unavoidable delays. Students that enroll during priority registration of an Independent Study term (see *Academic Calendar* section) may be eligible for additional benefits under specific conditions.

Minimum enrollment of 6 weeks is required for a 3 credit-hour course (5 weeks for 2 hours, 4 weeks for 1 hour). Minimum course enrollment periods do not allow time for instructor feedback. The Department of Independent Study recommends that students allow adequate time for the return of graded lessons prior to taking examinations.

Academic Calendar

Current Independent Study Academic Calendar may be viewed at <http://www.uacted.uark.edu/iscalendar>

Applicable to any Independent Study Term

Last day to withdraw from enrollment without a mark of "W" Prior to six months of enrollment
Change audit to credit or credit to audit Prior to first course examination
Last day to withdraw from enrollment Prior to twelve months of enrollment

Extensions

Students are allowed a first extension of six-months upon request and payment of extension fees. A second extension of three-months will be considered if students meet specified criteria (see below). **Students that extend beyond their initial six-months of enrollment** will receive either a grade consistent with their academic achievement or, if they withdraw, a mark of 'W'. **Students that extend beyond twelve-months will** receive a grade consistent with their academic achievement. University of Arkansas students using Independent Study enrollments for financial aid eligibility are not allowed course extension under this section (See *Financial Aid* section of ***Independent Study General Policy and Procedure***).

Extension Fees

College course \$40.00

First Extension Requirement (six months)

1. A request for extension is received by the Department of Independent Study prior to the course expiration date.
2. Payment of applicable extension fee is received by Department of Independent Study.

Second Extension Requirement (three months)

1. A written request for second extension is received and approved by the Department of Independent Study prior to the course expiration date.
2. A minimum of one half of the total lessons has been received by the Department of Independent Study prior to the course expiration date. Exams that occur prior to submission of one half of the total lessons are required to meet this criterion. Mid-term exam at or beyond submission of one half of total lessons is not required.
3. Payment of applicable extension fee (see Fee Schedule above) is received by the Department of Independent Study prior to the course expiration date.

The Department of Independent Study reserves the right to deny a student's request for a course extension.

Transfers

No student may transfer registration for a course to another student. A transfer from one course to another may be made within thirty days after the official date of enrollment, with the following provisions:

1. Seventy-five percent of the original course tuition can be applied to the tuition fee for the new course. The student must pay the difference.
2. The price of the course outline is not transferable.
3. Lessons submitted in the original course will be charged against the transferable tuition at the rate of \$7.00 per lesson.
4. The original enrollment period is in effect for the course to which the transfer is made.
5. Only one transfer per enrollment is permitted.
6. All transfer fees must be paid to the Department of Independent Study before the transfer will be effected or final grade released.
7. If a student transfers from one course to another, partial refund of tuition is no longer available should the student withdraw from the second course.

Withdrawals/Refund Schedule

Withdrawals

If a student withdraws from a course, a request must be made in writing. A *Withdrawal Request* postcard is provided in the student's initial enrollment packet. The postmark date of the withdrawal request will be used as the official withdrawal date. Students may withdraw from an Independent Study course at any point prior to taking the final course examination. If the withdrawal occurs within 30 days of enrollment, students are eligible for a 75% of tuition refund. If the withdrawal occurs between 31 and 45 days of enrollment, students are eligible for a 50% of tuition refund. No refund is available after 45 days of enrollment. **Students that extend beyond six-months of enrollment and subsequently withdraw will** receive a mark of "W" on their official transcript. **Students that extend beyond twelve-months of enrollment will not** be allowed to subsequently withdraw from their enrollment and will receive a final course grade on their official transcript.

Refund Schedule

Application denied by Independent Study.....100% refund of all fees paid.
Course items not picked up or shipped.Full refund less \$10 processing fee.
Request postmarked within 30 days of official enrollment.....75% of tuition less \$7.00 per processed lesson/exam.
Request postmarked within 45 days of official enrollment.....50% of tuition less \$7.00 per processed lesson/exam.
Request postmarked after 45 days past official enrollment.....No refund.

If course items have been shipped or picked up, **video rental fees, processing fees, and other course material fees are non-refundable**. No refunds will be issued for amounts less than \$1.00 unless specifically requested by payee.

Grades

Unless otherwise specified in the course syllabus, final grades in Independent Study courses will be based wholly on supervised examinations. Students who fail the final examination will often not be awarded credit for the course.

Instructors may use letter grades, number grades, or S (satisfactory) and U (unsatisfactory) to indicate the quality of work on lessons. The mark "I" or "U" means that a lesson is either incomplete or for some reason unacceptable and that it must be appropriately modified and re-submitted before a lesson grade will be assigned. If the Department of Independent Study receives a lesson marked "I" or "U" from the instructor, no subsequent examinations will be issued to the student until all incomplete lessons are re-worked and re-submitted. No final course grade will be issued until all incomplete lessons are re-worked, re-submitted, and evaluated by the instructor. The first set of incomplete lessons may be returned with subsequent submissions. The re-worked lessons will not count toward maximum acceptable lessons for a particular week (see *Method of Instruction* section). Continued submission of incomplete lessons will result in significant delays in course completion.

The final grade awarded in independent study courses will be "A," "B," "C," "D," or "E." For students that withdraw from an Independent Study course *after* six months of enrollment, a grade of "W" will be placed on their official university transcript. Other exceptions to the aforementioned grade designations are FREN 3063, GERM 3063, and SPAN 3063. Graduate students at the University of Arkansas, Fayetteville, who are taking these courses to fulfill their graduate language requirement will be given either "credit" or "no credit".

As soon as the final examination has been evaluated and a final grade determined, a letter will be sent showing the grade and amount of credit earned. Grades and credit for college courses are forwarded to the Registrar, University of Arkansas, for the permanent records. Students should **CONTACT THE UNIVERSITY OF ARKANSAS OFFICE OF THE REGISTRAR TO REQUEST TRANSCRIPTS OF COLLEGE COURSES** (see *TRANSCRIPTS* section of *Independent Study General Policy and Procedure*).

Students wishing to audit a course should contact the Department of Independent Study and request permission to audit. If the instructor approves the audit, the Department of Independent Study will register the student in that course as an audit. A student that chooses to audit an Independent Study course must pay all required course costs. The requirement for receiving the mark of "AU" for an Independent Study course is a passing grade on all course assignments. Students that are auditing an Independent Study course will not be issued course examinations. The instructor and the Department of Independent Study may require a student to withdraw from a course being audited if the student is not satisfying the requirements specified. The student is to be notified if this action is taken. The only grade or mark that may be awarded is "AU."

Examinations

The University of Arkansas reserves the right to require any student to re-take any examination. The student will be notified of this requirement within 60 days of the original examination. Students required to re-take an examination will be granted up to two-weeks from the notification date to prepare. Grades will be awarded based on the second examination only. STUDENTS ARE ALLOWED TO SIT FOR ONLY ONE EXAMINATION PER COURSE PER DAY IF OTHERWISE ELIGIBLE.

All prescribed lessons must be received before the student will be scheduled for an examination. Lessons beyond the number necessary for the scheduled exam will not be forwarded for grading (and may be returned to the student) if received before the scheduled exam is completed. Students are allowed to sit for only one examination per course per day if otherwise eligible. It is the student's responsibility to make arrangements for an appropriate official to supervise examinations. However, since all supervisors must be approved by the Department of Independent Study, the student must follow the proctor selection guidelines listed in the following section.

College Courses

College students are responsible to identify an official acceptable to the Department of Independent Study to serve as their examination proctor. Proctored examinations may be taken under the supervision of higher education officials with the following titles: *registrar*, *dean*, *director of testing*, *director of Independent Study*, or *director of cooperative extension* offices. Acceptable proctors outside of higher education include a *superintendent of schools* at an accredited high school, the *head librarian* at a public library, or, for military students only, the *base education officer* or a *commissioned officer* whose rank is higher than the student's are also acceptable proctors for examinations. **Proposed proctors must not be a relative of the student or the immediate work supervisor of the student.**

Students residing in the state of Arkansas may choose their examination site from the *Arkansas Examination Centers* link found on our website (<http://istudy.uark.edu>) under the *Enrollment Services/Other Information* section. Some centers may require payment of an examination fee. It is the responsibility of the student to provide proper postage fees for delivery of course examinations to the University of Arkansas Department of Independent Study. Complete the *Examination Proctor Form*, and return it to this office as soon as possible to avoid delays in scheduling an examination.

Students requiring assistance in locating a proctor should contact the Department of Independent Study.

Re-Enrolling

Students are allowed to re-enroll in a course at any time. Students re-enrolling in Independent Study courses within one year of the initial enrollment completion date are required to resubmit all lessons on which they received a grade of "D" or below or a grade of "U." Students that re-enroll after one year past the initial enrollment completion date or that re-enroll more than once are required to resubmit *all* course lessons. If a course is revised prior to a student's re-enrollment in the course, the student is required to complete all lessons and examinations in the revised course. **Re-enrolling students are required to take or retake all course examinations.**

STUDENTS RE-ENROLLING IN A COURSE WILL NOT BE PERMITTED to complete the course in less than 3 weeks from the official date of re-enrollment. The Department of Independent Study reserves the right to require a student to complete all lessons and examinations in a course re-enrollment.

Maximum Course Load

College students..... 12 semester hours with approval

Deadlines

If, for purposes of graduation, teacher certification, employment eligibility, etc., a student must complete initial enrollment in a course by a specific deadline, the student should plan to take the final examination ***at least three weeks prior to that deadline***. Students may request 'rush' grading of course examinations for a fee of \$15.00 per examination. Instructors will be notified of the request for rush grading and asked to return graded examinations to our office within 4 workdays of notification by the Department of Independent Study. If this deadline is not met, the fee will be refunded to the student. The Department of Independent Study does not assume responsibility for consequences of a late completion if the student fails to adhere to this policy.

Special Note to University of Arkansas Students

University of Arkansas students enrolled in Independent Study courses to meet a graduation deadline must complete the course(s) according to general regulations established in this publication and deadlines set forth by the University of Arkansas Office of the Registrar. The student should contact the college Dean's office that will grant the student's degree for specifics regarding this requirement.

Change of Address

Students who change their primary mailing address during enrollment should immediately notify the Department of Independent Study. Students notifying the department of address changes via telephone should include written notification of the change in subsequent correspondence.

Certification for Teachers

Residents of Arkansas should contact the Department of Education in Little Rock for information concerning certification requirements. Students who live outside Arkansas should contact their own state departments. The Department of Independent Study is not authorized to advise students on these requirements.

Transfer of Credit

Each college or university establishes its own regulations governing the acceptance of credit earned at another institution, whether it be Independent Study or resident credit. Therefore, it is the responsibility of the applicant to know before enrolling whether courses taken through the Department of Independent Study will be accepted for credit by the appropriate institution or certifying agency.

Transcripts

Official transcripts for college credit courses are not issued by the Department of Independent Study. If a student wishes to have an official transcript sent to any location, the student must complete and return the *Transcript Request Form* (see *Student Forms* section of *Independent Study General Policy and Procedure*) to the Office of the Registrar, University of Arkansas, along with payment of \$5.00 for each transcript requested. The Office of the Registrar may be contacted toll free at 800-377-8632 or 479-575-5451. The form should include the course codes, course titles, and approximate dates of completion of the Independent Study course(s). **NOTE: *Transcript Request Forms* sent to the Department of Independent Study may cause delays in processing.**

Financial Aid

Students at the University of Arkansas - Students that apply for courses through the Department of Independent Study may be eligible for financial aid from the University of Arkansas if they meet the following conditions:

- The student must be formally admitted to the University of Arkansas.
- The student must be degree seeking at the University of Arkansas.
- The student must be enrolled in a minimum of any combination of six credit hours of *on-campus* (registration via Office of the Registrar) and/or *off-campus* (registration via Department of Off-Campus Classes) classes and a maximum of six credit hours of Independent Study courses at the University of Arkansas. **NOTE: Students solely enrolled in Independent Study courses are not eligible for financial aid.**
- The student must be subject to all on-campus term based rules of participation (e.g., last day to add/drop, etc.)
- The student must enroll in the Independent Study classes during the term's priority registration period (see *Academic Calendar* section of *Independent Study General Policy and Procedure*)
- The student must submit a minimum of one lesson in each Independent Study enrollment used for financial aid eligibility before the on-campus term census date allowing sufficient time for the registrar to add the course to the student's registration by the census date.
- The student understands that the amount of financial assistance that may be available cannot exceed the cost of tuition, fees and required textbooks.
- The student must agree to complete their Independent Study enrollment by the end of the on-campus term (last day of on-campus final examinations for the term) in which their enrollment began. Students may be allowed to extend their Independent Study enrollment up to 12 weeks beyond the end of the previous on-campus term. **NOTE: Extended enrollment hours may NOT be used for financial aid eligibility in subsequent semesters.**

Students at Other Institutions - Degree-seeking students enrolled in a minimum of six credit hours at other institutions that apply for Independent Study courses through the University of Arkansas Department of Independent Study may be eligible for financial aid *from their institution*. The University of Arkansas Department of Independent Study will certify a student's participation in Independent Study under the following conditions:

- The student must enroll in the Independent Study classes during the term's priority registration period (see *Academic Calendar* section of *Independent Study General Policy and Procedure*).
- The student must agree to complete their Independent Study enrollment by the end of the on-campus term (last day of on-campus final examinations for the term) in which their enrollment began. Students may be allowed to extend their Independent Study enrollment up to 12 weeks beyond the end of the previous on-campus term. **NOTE: Extended enrollment hours may NOT be used for financial aid eligibility in subsequent semesters.**
- The student must be enrolled in a minimum of six credit hours of Independent Study courses under the aforementioned conditions with the University of Arkansas to be certified as half-time.

Veterans Administration Benefits

The refund policy of the University of Arkansas Department of Independent Study does not correspond with that set forth by the Veterans Administration for Independent Study courses, and therefore, our courses are not approved for the use of VA benefits

External Degrees

The University of Arkansas does not offer a college degree entirely by Independent Study. Under normal circumstances, a student may apply no more than thirty semester hours of Independent Study credit toward a degree at the University of Arkansas. In addition, each college within the University may further limit the recognition of such credit.

Recommended Textbook Vendor

The list of current textbooks associated with Department of Independent Study courses is included as an addendum to ***Independent Study General Policy and Procedure***. If you cannot locate this addendum, contact our office at 479-575-3647 or 800-638-1217 to request a copy or you may view the current addendum on our website at www.uacted.uark.edu/istext. The Department recommends the use of the University of Arkansas Bookstore as the primary distributor of our textbooks. Information for ordering textbooks from the University of Arkansas Bookstore is included in the *Student Forms* section of ***Independent Study General Policy and Procedure***.

Map to the School of Continuing Education and Academic Outreach

