



Registrar's Office – Davis Administrative Center  
P.O. Box 579 – 5520 108<sup>th</sup> Ave NE  
Kirkland, WA 98033 (fax: 425-827-5743)

## REQUEST FOR INDEPENDENT STUDY

**The Request for an Independent Study Course must be completed prior to the end of the Add/Drop Deadline for the semester of study.  
See back for Independent Study standards, description and process.**

### STUDENT INFORMATION

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Classification:  FR  SO  JR  SR  Grad      NU Cumulative GPA \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
NU Box # (or mailing address) \_\_\_\_\_

### COURSE INFORMATION (to be completed by Student and Advisor)

\_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
*Dept / Number*      *Course Title*      *Credits*

Fall  Spring  Summer Year: 20 \_\_\_\_\_      Anticipated Instructor \_\_\_\_\_

Advisor's Approval \_\_\_\_\_ Date \_\_\_\_\_  
*(Signature of Advisor)*

Student Request to Dean: I am requesting approval of this Independent Study course and I understand that above the regular tuition, there is a per-credit Independent Study Fee of an amount equal to 20% of the "over 17 credit" tuition rate.

Student's Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_  
*(Signature of Student)*

Student may now register for an INDP 4801/2/3 "Independent Study – Pending" course via IQ Web.

### INSTRUCTOR ASSIGNMENT (to be completed by the course's Academic Dean and Instructor)

Dean's Initial Approval \_\_\_\_\_ Assigned Instructor \_\_\_\_\_  
*(Signature of Academic Dean)*

Instructor's Acceptance \_\_\_\_\_ Date \_\_\_\_\_  
*(Signature of Instructor)*

Course Instructor and Student collaborate to develop course syllabus.

### DEAN'S FINAL APPROVAL

Course Syllabus is attached (required for final approval).

Dean's Final Approval \_\_\_\_\_ Date \_\_\_\_\_  
*(Signature of Academic Dean)*

Dean's Office sends copies of syllabus and approved IS Form to Registrar's Office.

### For Registrar's Office Use:

Assigned Course Code: \_\_\_\_\_ 20      Updated in database: \_\_\_\_\_

Approval notifications sent to:    \_\_\_\_\_ Advisor      \_\_\_\_\_ Dean      \_\_\_\_\_ Provost  
   \_\_\_\_\_ Student      \_\_\_\_\_ Accounting      \_\_\_\_\_ LEAP  
   \_\_\_\_\_ Instructor      \_\_\_\_\_ Payroll      \_\_\_\_\_ Help - LS

## **INDEPENDENT STUDY STANDARDS**

The workload of Independent Study (IS) courses will be comparable to that of regular classroom courses. The standard of our regional accrediting association (the Northwest Commission on Colleges and Universities) is that one semester credit represents 40 to 45 hours of student work. A three credit course is, therefore, equal to three weeks of full-time study.

## **INDEPENDENT STUDY DESCRIPTION**

- Independent Study Course: A course specifically formatted to be delivered by a professor to an individual student according to the individual needs and learning style outside of a regular classroom setting. IS course requirements and expectations are communicated through a course syllabus/contract that specifies the nature and extent of interaction between the student and instructor and the expectations for satisfactory course completion. Based on the nature of the course and the student, the instructor of an IS course may require a number of face-to-face meetings.
- In addition, IS courses may also meet or be substituted for a regularly offered course, with the approval of the instructor and dean responsible for the subject matter. It is the responsibility of the instructor and Dean to insure that the learning experience through the IS course is comparable to that of an associated classroom course.
- The instructor's Dean has full responsibility for quality control, including the selection of appropriate faculty.
- Independent Study courses follow the established semester schedule for the department through which they are offered, including add/drops, withdrawals, and grade reporting unless specifically described differently in the contract.
- Independent Study courses carry an additional per credit fee of 20% of the current "over 17 credit" tuition rate.

## **INDEPENDENT STUDY PROCESS**

1. Independent Study courses are requested by the student in conference with the academic advisor. They begin completion of the Request for Independent Study Form.
2. The student can at this point register for an INDP 4801/2/3 "Independent Study – Pending" course via IQ Web. This insures that the Registrar and Accounting knows that the student intends to register for an Independent Study course and that the request is being processed.
3. The dean of the course's department contacts a prospective instructor. The course instructor of regularly offered courses has the first choice of refusal. After that, fulltime NU instructors are preferred, although adjunct faculty can be utilized depending on the topic and nature of the course.
4. Once the instructor is selected, a syllabus/contract is designed by the instructor (often in consultation with the student) for the specific IS course and attached to the Request for Independent Study Form. The packet is then submitted to the course's dean for final approval.
5. Copies of the Independent Study Form and syllabus are sent to the Registrar's Office, which then processes the IS registration and distributes necessary information to the student, student's advisor, accounting office, payroll office, appropriate major coordinator, and Provost.