



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 2nd page for Independent Study standards, description and process.

STUDENT INFORMATION

Name _____ Student ID _____

Email Address _____ Phone # (_____) _____

Program: Salem Campus

COURSE INFORMATION

*(The course id number is assigned by the Registrar's Office. Please indicate the class level)

_____/_____/_____ / _____ / _____
Discipline / 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 I will be charged \$80.00 per-credit Independent Study Fee above the regular tuition.

Student's Acknowledgement _____ Date _____
(Signature of Student)

INSTRUCTOR ASSIGNMENT

Dean's Initial Approval _____ Assigned Instructor _____

Instructor's Acceptance _____ Date _____
(Signature of Instructor) *Instructor's Acceptance via Email*

Course Instructor and Student collaborate to develop course syllabus.

DEAN'S FINAL APPROVAL

Dean's Approval via Email

Course Syllabus attached (required for final approval).

Dean's Final Approval _____ Date _____
(Signature of Academic Dean)

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

For Registrar's Office Use:

Updated database
Assigned Course Code _____ 199 Assigned Course Title IS: _____

Approval notifications sent: _____ Advisor _____ Dean _____ Provost _____ Help - LMS
_____ Student _____ Accounting _____ Instructor _____ Payroll

Independent Study Course

A course specifically formatted to be delivered by a professor to individual students according to the individual needs and learning style outside of a regular classroom setting. An 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 ensure 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.
- IS 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.
- IS courses will carry an additional per credit fee of 20% of the current "over 18 credit" tuition rate. The instructor receives this amount less a \$20 per credit Administrative Fee.

Process:

1. IS 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 PowerCAMPUS Self-Service. This ensures 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 student, student's advisor, appropriate major coordinator, and Provost as information.