



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.

TYPE OF INDEPENDENT STUDY (SELECT ONE)

- | | |
|---|---|
| <input type="checkbox"/> A. Existing catalog course with IS fee | <input type="checkbox"/> C. Non-existing catalog course without IS fee
<i>(minimum 3.0 CGPA required)</i> |
| <input type="checkbox"/> B. Non-existing catalog course with IS fee <i>(minimum 3.0 CGPA required)</i> | <input type="checkbox"/> D. Existing catalog course without IS fee |

STUDENT INFORMATION

Program: Undergrad Graduate Online

Name _____ Student ID _____

Email Address _____ Phone # (_____) _____

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 the **\$180 per-credit** Independent Study Fee above the regular tuition.

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

INSTRUCTOR ASSIGNMENT

Assigned Instructor _____ Dean's Initial Approval _____

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

Course Instructor and Student collaborate to develop course syllabus.

DEAN'S APPROVAL

Course Syllabus attached *(required for final approval)*

Faculty Pay Rate _____

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

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

PROVOST APPROVAL *(required only for Type D)*

Provost's Approval _____ Date _____
 Approval via Email

For Registrar's Office Use:

Assigned Course Code _____ 20
Assigned Course Title IS: _____

Notifications:
 Advisor Dean Provost Help – LMS
 Student Accounting Instructor Payroll

Independent Study Course: Standards, Description, Process

All independent studies take place outside of the regular course schedule, involve a more significant amount of self-guided learning than traditional course offerings, and must be arranged in advance in negotiation with a willing instructor. 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.

There are four types of Independent Studies:

Type A. Independent Studies of an existing cataloged course initiated by the student and approved by the course instructor and the appropriate Dean. The student will be charged an additional Independent Study fee beyond tuition as designated in the academic catalog in which the course is contracted. The instructor receives this amount less a \$20 per credit Administrative fee

Type B. Independent Studies that provide an opportunity for students to study a topic not covered in an existing course, initiated by the student and approved by the course instructor and the appropriate Dean. Participating students must have a cumulative GPA of at least 3.0. The student will be charged an additional Independent Study fee beyond tuition as designated in the academic catalog in which the course is contracted. The instructor receives this amount less a \$20 per credit Administrative fee

Type C. Independent Studies that provide an opportunity for students to study a topic not covered in an existing course, initiated by a course instructor and with the approval of the appropriate Dean. Participating students must have a cumulative GPA of at least 3.0. The student will not be charged any additional fee beyond tuition.

Type D. Independent Studies of an existing cataloged course initiated by the Dean of the College in which the course is offered. The student will not be charged any additional fee beyond tuition. Faculty pay is calculated by dividing the overload/adjunct pay rate for the professor by 7 and multiplying by the number of credits. (*Provost signature is required*)

- 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.

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. Provost signature is required for the Type D Independent Study
6. Copies of the Independent Study form and syllabus are sent to the student, student's advisor, appropriate major coordinator, and Provost as information.