

## INDEPENDENT STUDY COURSE AGREEMENT

STUDENT INFORMATION	
<b>NAME:</b>	<b>Student ID#:</b>
<b>MAILING ADDRESS:</b>	
<b>PHONE #:</b>	<b>NAU Email (USER ID):</b>
<b>CLASSIFICATION:</b> <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR <input type="checkbox"/> GRADUATE <input type="checkbox"/> OTHER	

SEMESTER OF STUDY INFORMATION		
<b>YEAR:</b>	<b>TERM:</b> <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	<b>TOTAL CR HRS:</b>
<b>DEGREE GOAL:</b>		
<b>MAJOR:</b>		<b>MINOR:</b>
<b>COURSE CATALOG ID:</b>	<b>CLASS #:</b>	<b>NAME OF COURSE:</b>

DESCRIPTION
Please see attached (note: students and instructors must ALSO sign or initial attachments) or write description of work to be completed here:

CONTRACTED GOALS (IF INCLUDED IN ATTACHMENT PLEASE WRITE "SEE ATTACHED")	
1-3 WEEKS	
4-7 WEEKS	
8-11 WEEKS	
12-14 WEEKS	

REQUIRED SIGNATURES				
_____	_____			
Student Signature	Date			
_____	_____	<b>6004</b>	_____	_____
Instructor of Study Signature	Print Name	Box	Phone	Date
_____	_____	_____	_____	_____
Major or Minor Advisor Signature	Print Name	Box	Phone	Date
_____	_____	<b>6004</b>	_____	_____
GLC Department Chair Signature	Print Name	Box	Phone	Date

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### General Directions:

Each student registering for credit in an independent study course is required to secure prior approval for each such course by completing this form and securing the approval and signature of the appropriate director of study, the advisor, and the GLC department chair.

**Grading system for this registration can be either a letter grade or P/F (Pass or Fail) depending upon the class number. For specifics on number of hours and grading system for individual courses consult the NAU catalog and your Advisor.**

### Time Required:

Board of Regents policy requires the student to spend three hours per week per credit hour of direct study, research or reading. Students should keep a log of time spent in their project notebook.

### Course Requirements:

Departmental policy requires that each student enrolled in independent study keep a project notebook which should include a log of time spent and progress on the project. It is the student's responsibility to present this notebook to the faculty member directing the project no less than four times during the semester. Normally this would be during the third, seventh, eleventh and final weeks of the semester. A documented final report must be approved by the faculty project director prior to the end of the final examination period before a passing grade will be given.

### In Progress/Incomplete Grade:

These grades are for a special situation only. If a student has regularly checked with the project director and the project notebook is current, but the student is unable to complete the final phase of the project due to illness, equipment failure,

or

These grades are not intended for students who have let their progress slide while doing other things. An "F" is the appropriate grade for this case.

**Note:** This form can only be used as a registration form if the student is enrolled in the Dept of Global Languages. Students who register for these courses through the Registrar's Office will need their applicable override form which the instructor can provide only AFTER this form has been fully executed (all signatures acquired).