

**Application for Independent Graduate Research (SUS 685)**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registering for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Hrs (1-6): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course and Section # and Sequence #

Semester/Year: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20 \_\_\_\_

Faculty Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instruction for enrolling in an Individualized Study course:**

1. Discuss the proposed study with the faculty instructor for the project and the program director.
2. Obtain the sequence number and enrollment permission number for the course from the SUS office or your faculty mentor.
3. Fill out this form and attach a document that outlines the work, e.g. the writing, reading, and/or research requirements to complete the course. Please make sure that the documentation meets the work expected for a graduate student (see guidelines below).
4. Have the form approved and signed by the instructor for this project.
5. Seek final approval from SUS director.
6. Register for the course using the permission number.

**Guidelines for Independent Graduate Research (SUS 685):**

In an attached document, the student and instructor should define the required expectations of the work, addressing the projected time commitment based on the guidelines below. The work expectations should include the readings, writing, and/or oral requirements for a grade, hours when the two will meet regularly during the semester, and any other requirements for completion of this course. All individualized studies require a written report to be graded by the instructor and retained in the student's file in the SUS office. The instructor will forward the graded report to [Sustainable.Communities@nau.edu](mailto:Sustainable.Communities@nau.edu) at the end of the semester.

The general expectation for graduate level work at the university *for one credit hour* is a minimum of 4-5 books (or equivalent), along with 10 written pages of work. Note that failure to submit this form to the SUS office may result in an administrative drop from the course.

If you have additional questions about this process, please feel free to contact the Director of the Sustainable Communities Program.



*The Regents' guidelines suggest one credit hour should correspond to 15 hours of classroom instruction. An additional general expectation is that two hours of work outside the classroom will be required for each hour in the classroom. Hence, a minimum of 45 clock hours per semester would be required for one credit hour. At the graduate level, students should read the equivalent of 4-5 books and write 10 pages per credit, or do the equivalent amount of work in any other research methodology.*

General description of individualized study; attach a more detailed version if needed.

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General requirements for completion of the course (e.g., research paper, reading requirements, conducting interviews or surveys, field research, review sessions, etc.); attach a more detailed version if needed.

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Bibliography for independent research; attach a more detailed version if needed.

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Scheduled review sessions with instructor:

Weeks: Day: Date: Time: Place:

1st-3rd \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4th-7th \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8th-11th \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12th-14th \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected completion date of individualized study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to the conditions of this form. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Student's signature Date

**Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor of study Instructor’s Signature Date

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Advisor Advisor’s signature Date

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SUS Coordinator SUS Coordinator’s signature Date