**Communication Science and Disorders Individualized Study (IS) Contract**

Name: ID #:

Degree Sought and Program Emphasis: MS in Clinical Speech-Language Pathology

Mailing Address and Phone:

NAU Email address:

Registering for: CSD Class Title:

(Independent Study; CSD 497 or 697; Graduate Research: CSD 685) (Independent Study, 1-3 hrs, or Graduate Research, 1-6 hrs)

Class Number assigned for each specific semester (e.g., 1273):

Special Topic Title

Provided by the faculty director (If there is no existing Topic Title, the faculty directory should submit a New Topic Request Form)

Credit Hours: Semester & Year: Expected Completion:

This course will meet elective requirements or will substitute for the specific course, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Students must complete and submit this fully-approved form BEFORE registering for, or participating in, the project.

1. Discuss the proposed study with your advisor and faculty director;
2. Fill out this form *and* **attach a detailed description of the project**, including the approximate number of hours of work involved and the specific content and requirements of the study, as provided by the faculty project director.
3. It is permissible to obtain approvals via email, but a description of the project and a forward of all previously-obtained approvals must accompany the form being emailed.
4. Submit a paper or electronic copy of all documents to the CSD office, room 302 in Health Professions, or to PO Box 15045, Flagstaff AZ 86011, or to Speech@NAU.edu for department chair approval.
5. Within one week of approval, you should be provided a permission # to register; be sure to enter the correct number of credit hours when you do register.
6. This form is to be filed in the department office as a part of the student’s department record.

**Faculty Guidelines for Individualized Studies**

The faculty director and student must develop and attach a detailed description of the project prior to approval by the department chair. In addition to a description of the project, the instructor must outline expectations of the student. These expectations should address learning outcomes, the time commitment, required readings, written or oral work required of the student for the grade, hours when the two will meet regularly during the semester, and any other requirements for completion of this course.

The credit hours assigned to this course should be based upon the Regents’ guidelines of one credit hour corresponding to 15 hours of classroom instruction and two hours of work outside the classroom for each hour in the classroom. Hence, a minimum of 45 clock hours per semester would be required for three credit hours. For experimental laboratory research, one might expect considerably more time. The instructor will enter the final grade at the end of final exam week for the registered semester. If a grade of Incomplete is awarded, another faculty member must be identified who agrees to evaluate the student’s work, should the original faculty member become unavailable.

**Required for CSD 685**: Date of CITI training completed:

For more information on CITI training please visit: <http://nau.edu/Research/Compliance/Human-Subjects/Instructions/>.

Student Signature / Date Faculty Project Director Approval / Date

Student’s Faculty Advisor Approval / Date Department Chair Approval / Date

General Permission # or Student-Specific Permission # assigned (Department use only) revised 7/12/2019

**ADDITIONAL INDIVIDUALIZED STUDY INFORMATION**

* The Individualized Study is a course intended for students who wish to engage in specific faculty-guided and supervised projects, research, scholarship, or creative activities.
* This form is for the academic unit’s records and is used to establish the criteria of the Individualized Study project.
* Unless specified otherwise, students must self-enroll using the permission number given to them.

* Deadlines for enrollment are the same as for all other courses. Otherwise, the petition to Add a Class After the Deadline will be required.
* If students are paid in association with an Independent Study course, academic credit can be awarded only for faculty-approved academic work as defined by department policy.