

INDEPENDENT STUDY PROPOSAL FORM

The Independent Study is a course initiated by the student, and intended for students who wish to engage specific faculty-guided and supervised projects, research, scholarship, or creative activities.

- Departments and programs that have an Independent Study proposal form may model it on this approved template. It is to be completed when the student enrolls in the course or at the beginning of the term.
- Students must complete this form and obtain signatures of approval BEFORE registering for an Independent Study. Course numbers 497 and 697 are allowed to be used depending on the student’s career (undergraduate or graduate) and the rigor of the work.
- Return the form to the main office of the academic unit administering the Independent Study. This form is for the academic unit’s records and is used to establish the criteria of the Independent Study.
- Some academic departments may register a student for this class. If not, students must complete an Enrollment Add/Drop Request Form and submit it to the Office of the Registrar.
- The student should have a specific proposal or project in mind when requesting to work with a specific faculty mentor on an Independent Study. The faculty member and student work together to develop the parameters of the Independent Study including a syllabus, course outline, units, and student/faculty contact hours.
- Students should enroll for Independent Studies within the first two weeks of the Fall and Spring Semesters or immediately after the beginning of Winter or Summer Sessions. Deadlines for enrollment in Independent Studies are the same as for all other courses.

STUDENT NAME:		NAU ID:	
NAU EMAIL:		PRIMARY PHONE:	
COURSE PREFIX:	COURSE NUMBER:	NUMBER OF UNITS*:	
SEMESTER:		YEAR:	
DEPARTMENT:			
DEGREE/PROGRAM:			
SUPERVISING FACULTY MEMBER:			

TITLE OF PROJECT:	
ESTIMATED STUDENT AND FACULTY CONTACT HOURS PER WEEK:	ESTIMATED HOURS OF STUDENT WORK PER WEEK:
DESCRIPTION OF PROJECT (INCLUDING THE ANTICIPATED PRODUCT)**:	

* The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded. See policy [100814](#) for details.

** A syllabus or project plan may be attached.

REQUIRED SIGNATURES:

STUDENT

DATE

FACULTY

DATE

ACADEMIC UNIT CHAIR/DIRECTOR

DATE

Additional Information and Procedures for Independent Study

- 1. Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded. See policy [100814](#) for details.
- 2. The number of credits of Independent Study** must lie within the approved credit range listed in the catalog course description.
- 3. The content of an Independent Study course** must not significantly duplicate material offered in a regularly scheduled course in the department within the current semester. Any exceptions must be approved by the appropriate academic unit administrator (Chair/Director, Associate Dean, or Dean).
- 4. Departments and programs that have an Independent Study proposal form** will ensure it captures the minimum information listed on this approved template. It is to be completed when the student enrolls in the course or at the beginning of the term.
- 5. For an Independent Study course**, the instructor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings (modality and frequency of faculty and student interaction), (4) expected work products, and (5) criteria to be used for evaluation and grading. **All proposal forms and project plans** must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.
- 6. 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.
- 7. If registration for an Independent Study course occurs after the last day to add a class** of the regular semester, or after the last day to add for any other session, the Advisor, the Instructor and the academic unit administrator (Chair/Director, Associate Dean, or Dean) must sign the Petition to “Add a Class After the Deadline Form.”
- 8. If a grade of Incomplete is awarded** for an Independent Study at the end of the term, another faculty member must be identified who agrees to evaluate the student’s work, should the original faculty member become unavailable. Please see NAU policy [100406](#) (Graduate) or [100404](#) (Undergraduate) for further details.

Availability of the form in the Academic catalog:

1. The form will be added as link on the secondary pages of the academic catalog:
<https://policy.nau.edu/policy/policy.aspx?num=100223>

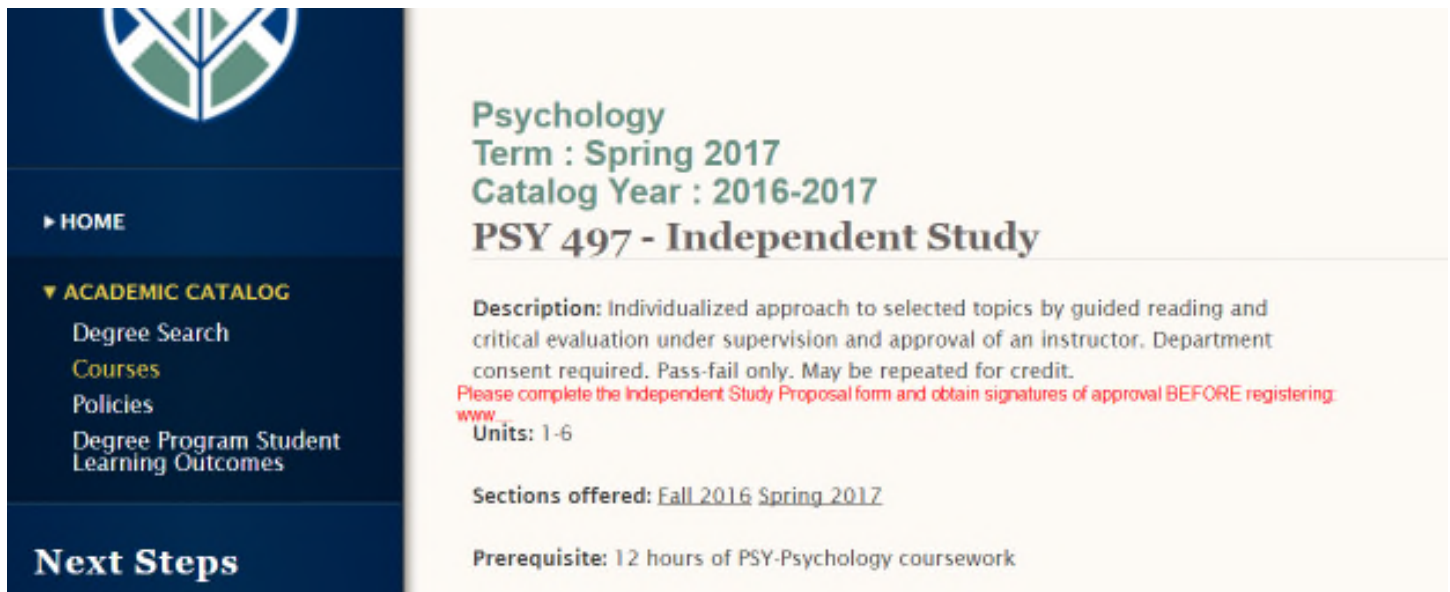
497 Independent Study (1-6)	Individualized approach to selected topics by guided reading and critical evaluation. Pass-Fail or letter grade. May be repeated for up to 6 units of credit.
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+ Independent Study Proposal Form and Procedures

697 Independent Study (1-3)	Individualized directed study on selected topics. Pass-Fail or letter grade, depending on departmental policy.
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+ Independent Study Proposal Form and Procedures

2. A link to the form will also be provided on each 497/697 course description. This will allow for consistent application at the course level:



The screenshot shows a web page for the course PSY 497 - Independent Study. On the left is a dark blue navigation sidebar with the university logo at the top. The sidebar contains links for HOME, ACADEMIC CATALOG (with sub-links for Degree Search, Courses, Policies, and Degree Program Student Learning Outcomes), and Next Steps. The main content area is light beige and displays the course title, term (Spring 2017), and catalog year (2016-2017). Below this is a description of the course, a note to complete a proposal form before registering, the number of units (1-6), sections offered (Fall 2016 and Spring 2017), and a prerequisite of 12 hours of PSY-Psychology coursework.

Psychology
Term : Spring 2017
Catalog Year : 2016-2017
PSY 497 - Independent Study

Description: Individualized approach to selected topics by guided reading and critical evaluation under supervision and approval of an instructor. Department consent required. Pass-fail only. May be repeated for credit.
Please complete the Independent Study Proposal form and obtain signatures of approval BEFORE registering:
www.nau.edu

Units: 1-6

Sections offered: [Fall 2016](#) [Spring 2017](#)

Prerequisite: 12 hours of PSY-Psychology coursework