



Student Academic Services

Independent Study

Students: Fill out this form completely, and email it to your instructor, from your SPU email account.

Instructors: Complete the remaining fields, forward to your chair/dean, and the chair/dean will email the completed form to sasinfo@spu.edu.

STUDENT INFORMATION

Name: _____ **SPU ID #:** _____

Email Address: _____ **Quarter/Year of Request:** _____

Student Signature: _____ **Date:** _____

COURSE INFORMATION

To be completed by the department or instructor (Please Print)

- Does this course already exist in catalog?
- If **yes**, please provide the subject code and number (i.e. PHY 1135): _____
- If **no**, please provide subject code and circle the correct independent study number according to class level (i.e. BIO 4900):
(Subject Code) _____ (Subject Number) _____
- How many credits is this independent study? _____
- Location of Independent Study: _____ (If overseas, please note policy #9 on back of form).

Course Title: *(no more than 27 characters)*

Instructor: (Please Print) _____ **Email:** _____

AGREEMENT

To be completed by instructor

- | | |
|--|---|
| 1. _____ appointments of _____ hour(s) with instructor | 4. _____ experiments |
| 2. _____ written reports or term papers | 5. _____ of hours/weeks of practical experience |
| 3. _____ books to be read and reported | 6. _____ other |
7. Course Grade Evaluation: A description of end project(s) (journal, paper, portfolio, proposal, etc.) that the student will be graded on.

REQUIRED SIGNATURES

By signing below I certify that I understand and agree to the Contractual Statement available online through the Banner Information System and the Financial Arrangements and Services found in the *Undergraduate and Graduate Catalogs (Catalogs)*; I agree to pay for the credits and for all charges associated with this course. I understand that if I have delinquent financial obligations or if any financial obligation is adjudged to be discharged, I will not be permitted to register or attend classes for subsequent quarters or order official transcripts until such obligations have been satisfied. If I default on my financial obligations, I agree to pay all costs and expenses incurred by the University in the collection of any sums due under this registration, including but not limited to reasonable attorney's fees, collection costs, and court costs. If I decide to cancel my registration, I will do so in writing to Student Academic Services. I understand that the date I officially withdraw will determine the amount of refund I will receive and is based on the Schedule of Refunds found in the *Catalogs*.

Student: _____ **Date:** _____

Instructor: _____ **Date:** _____

Chair or Dean: _____ **Date:** _____

Office Use Only

CRN: _____ Subject Code/#: _____ Credits: _____ Registered by: _____ Date: _____

POLICIES FOR THE INDEPENDENT STUDY

Independent Study Agreements are permitted with the provision that the instructor and student must meet on a regular and continuing basis for the number of consultations listed in the Agreement. Independent Study Agreements may be arranged as part of an approved study tour, but only if the tour meets the standards of the Northwest Association of Schools and Colleges, which mandates the continuing presence of a faculty member on every study tour.

1. Independent Study Agreements are courses in which the student does specific work as outlined in the official form, and occurs outside of the classroom setting.
2. The Independent Study requires approval of the instructor and the Dean of the School through which the Independent Study is being offered.
3. The Independent Study should be created only when a needed class is not available for a particular quarter. Students should not attend a class being offered and use that as part of the Independent Study credit.
4. The earned credit guidelines are established as follows:
 - a. One (1) credit: Three (3) hours of designed individual study per week of 10 weeks, with a minimum of three (3) consultations per quarter with the instructor.
 - b. Two (2) credits: Six (6) hours of designed individual study per week of 10 weeks, with a minimum of five (5) consultations per quarter with the instructor.
 - c. Three (3) credits: Nine (9) hours of designed individual study per week of 10 weeks, with a minimum of six (6) consultations per quarter with the instructor.
 - d. Five (5) credits: Fifteen (15) hours of designed individual study per week of 10 weeks, with a minimum of eight (8) consultations per quarter with the instructor.
 - e. Ten (10) credits: Thirty (30) hours of designed individual study per week of 10 weeks, with a minimum (10) consultations per quarter with the instructor.
 - f. Fifteen (15) credits: Forty-five (45) hours of designed individual study per week of 10 weeks, with a minimum of ten (10) consultations per quarter with the instructor.
5. Each Independent Study must have a specific title of no more than 27 characters and a specific instructor assigned.
6. Expectations: If the student is taking an Independent Study that is equivalent to another course then the Independent study's discipline and the title will be the same as the equivalent course that is listed in the University Catalog (EXAMPLE: LAT 1101). The student can only take this type of independent study if the course is not being offered a particular quarter, and the student must have that class.
7. The course number for Independent Study will be 4900 (undergraduate), 5900 (continuing education), 6900 (graduate), or 7900 (doctoral). (SEE EXCEPTIONS IN #6)
8. This form must be completed and filed in the Registration Office by the tenth day of the quarter (or the special summer session date as specified in the Summer Calendar). When an Independent Study is undertaken as part of an approved study tour, this form must be completed and filed in the same office before the beginning of the tour.
9. **For Independent Studies conducted outside of the United States, students will be charged \$55 for the mandatory travel emergency insurance, and must sign the Release of Liability form through the Finance Office.**

PROCEDURES FOR THE INDEPENDENT STUDY

1. Student obtains the Independent Study Agreement from Student Academic Services (Demaray Hall 151)
2. Student contacts school to arrange an Independent Study with a particular instructor. Instructors are under no obligation to participate in a requested Independent Study Agreement.
3. Form is filled out, in full, including:
 - a. Student Information
 - b. Course Information
 - c. Agreement between student and instructor
 - d. Signatures: (Student, Instructor, Chair or Dean)

Student's signature is also a request for Student Academic Services to register student for the current quarter.

4. Form is returned to Student Academic Services and stamped with date of receipt.
5. Unique Independent Study course is created, reference number assigned, and student is registered.
6. Student Academic Services will send an electronic copy of the completed contract after registration to the student and the instructor of the course.