Notre Dame de Namur University

POLICY AND PROCEDURE FOR INDEPENDENT STUDY

Independent study is individual study or research under the direction of an instructor. It is open only to matriculated students and is generally available only for upper-division and graduate work.

The maximum number of units of Independent Study which may be included in a student’s total degree program is nine (9) for undergraduates and six (6) for graduate students.

Final approval of Independent Study credit rests with the Budget Manager of the department/program in which the Independent Study would be taught.

Independent Study may be taken under either optional or required circumstances. Independent Study may not be used to repeat a course.

Optional Circumstances:
1. The student wishes to pursue individual, creative research at the institution or in the field;
2. The student wishes to investigate new career opportunities;

Required Circumstances:
1. A required course is not offered again during the time remaining before the student would normally graduate;
2. A program is discontinued and the student still needs a required course.

Procedure:

Documents below are required to register for Independent Study:

1. Either a completed Registration form or signed Add/Drop form, which must be filed before the DROP deadline.
2. Independent Study contract, with all required signatures obtained.
3. A syllabus or a course outline with learning outcomes and estimation of hours of student engagement (per Credit Hour Policy)

REQUIRED SIGNATURES (MUST HAVE OTHERWISE WILL BE RETURNED):

__________________________________________________________  __________________________
Student

__________________________________________________________  __________________________
Instructor

__________________________________________________________  __________________________
Department Chair/Budget Manager

Salaried: yes  no  (Must Circle One)

THIS FORM MUST BE SUBMITTED BEFORE THE DROP DEADLINE.
INDEPENDENT STUDY CONTRACT

Student’s ID: ___________________________ Date: ___________________________

Last Name: ___________________________ First: ___________________________

Course Dept. Prefix: ________ Course # (Circle One): 2999(UG)   4999(GR) Units: ______

Course Title: __________________________________________ Instructor: _______________________

Semester: __________________________________________ Term: ___________________________

Total Units of Independent Study Completed or committed to Date: ___________________________

Syllabus:

A syllabus or a course outline must be attached to the Independent Study Contract with learning outcomes, assignments designed to meet those learning outcomes, and an estimate of the number of hours of student engagement with the course material demonstrating compliance with the Credit Hour Policy (approximately 45 hours of engagement in the course per unit of undergraduate credit, 60 hours per unit of graduate credit). Otherwise, it will be returned.