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## Policy and Procedure

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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.

Independent Study may be taken under either optional or required circumstances:

### 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 will not be 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.

**Independent Study may not be used to repeat a previously-failed course.** Independent Study should not be used to complete program coursework that is regularly cycled and offered as a seated course section. Scheduling conflict or an inconvenient classtime is not an appropriate justification of Independent Study, unless that course will not be offered again prior to the student's expected graduation date.

Final approval of Independent Study credit rests with the Budget Manager of the department/program in which the Independent Study will be taught. It is imperative that Independent Study course contracts be completed and submitted to the Office of the Registrar **BEFORE** work begins on the course.

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## Requirements

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**Registration for an Independent Study must be completed BEFORE the Drop Deadline for the term, and requires the following documentation:**

- (1) A completed Registration or Add/Drop form
- (2) This Independent Study contract, with all fields completed and required signatures obtained
- (3) A syllabus or a course outline unique to the **Independent Study Course format** with
  - a. learning outcomes
  - b. assignments designed to meet those learning outcomes
  - c. 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 coursework per unit of undergraduate credit, 60 hours per unit of graduate credit).

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**Please complete ENTIRE reverse side of this form.**  
**This contract will not be accepted without all required materials.**  
**THIS FORM MUST BE SUBMITTED PRIOR TO THE DROP DEADLINE**

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Student ID # \_\_\_\_\_

Date \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Total Number of Independent Study Units completed/committed  
in prior terms and in the current term \_\_\_\_\_

DEPT	COURSE # (Check one)	COURSE TITLE	INSTRUCTOR	SEM & TERM	UNITS
	<input type="checkbox"/> 2999 (Undergraduate)				
	<input type="checkbox"/> 4999 (Graduate)				

**Signatures**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Recommendation and Approval**

Recommended by Academic Unit Leader \_\_\_\_\_

Date \_\_\_\_\_

Approved by Dean \_\_\_\_\_

Date \_\_\_\_\_

**Please complete all fields above, and return this contract with all required materials (see reverse) to the Office of the Registrar prior to the Drop deadline for the appropriate term (see NDNU Academic Calendar for dates).**