

## **Application for Independent Study**

### **Undergraduate and Post-baccalaureate Academic Programs**

#### Information and Guidelines

Students who have been admitted to a bachelor's degree or post-baccalaureate programs may design an independent study course or project with the direction of an SPS faculty member. The most advanced study a student can engage in, an independent study is comparable to a 300-level course. This study might be an in-depth research project, creative work or course not currently provided by SPS Academic Programs.

Eligible degree-seeking students must have completed a minimum of 22 units - at least four at SPS - and have a minimum cumulative GPA of 3.0. An independent study can only be undertaken if an equivalent course is not offered by SCS in the current or upcoming quarters. Required courses in the major may not be taken as independent study courses, and students may register for only one independent study per quarter. Students may enroll in a maximum of four independent studies in a bachelor's degree program and two independent studies in a post-baccalaureate certificate. Any student who seeks an exception to these policies may submit a [petition](#) to the student affairs committee (in addition to this application), explaining special circumstances that merit an exception.

The student has the responsibility of asking an appropriate member of the SPS faculty to sponsor the independent study. If a faculty member agrees to sponsor an independent study, he or she is expected to meet with the student several times over the course of the quarter, provide guidance for the student's independent work, evaluate the student's work, and assign a grade. It is not expected that the student will meet with the faculty sponsor each week.

Independent study may involve in-depth research extending a topic introduced in a regular course, original research or creative work produced under the guidance of a faculty member. Students assume primary responsibility for completing this application, which includes a statement of the goals, a reading list, assignments, activities, and a schedule. Independent study applications must be submitted to the SPS Registrar for a Student Affairs Committee Review for approval at least three weeks before the start of the quarter. The student will be notified of their independent study approval status within two weeks of submitting this application.

Print out and complete this application form. Please take care to follow the application instructions as incomplete paperwork will not be accepted or reviewed.

Independent Study Applications may be submitted by mail:

ATTN: SPS Registrar  
RE: Independent Study Application  
Northwestern University School of Professional Studies  
339 East Chicago Avenue  
Wieboldt Hall – 6th floor  
Chicago, IL 60611-3008

By Fax: 312-503-4727

Or email (using Northwestern University accounts only):

SPS Registrar at [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu)  
Subject: Independent Study Application

Application Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (Apt#)

\_\_\_\_\_  
(City) (State) (Zip)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Degree/Certificate: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Independent study course title (this will not appear on official transcript): \_\_\_\_\_

Department in which independent study is requested: \_\_\_\_\_

Faculty member directing independent study: \_\_\_\_\_

Quarter student will register for independent study: \_\_\_\_\_

Independent study will be used in: (Please check all that apply)

☐ Major ☐ Minor ☐ Distribution Requirements ☐ Electives ☐ Post-Baccalaureate Certificate

Course Title	Dept Name/Course #	Section #	Instructor

Other courses that will be taken simultaneously with the independent study:

Primary goal(s) of this independent study: (If necessary, please use a separate sheet to answer these questions fully.)

How does this independent study build on the student's previous coursework?

Will there be a reading list? ☐ Yes ☐ No

If so, what will it include?

Determination of the final grade will be based on: (Please give percentages for all applicable factors)

- 1) \_\_\_\_\_ % Student/faculty interaction
- 2) \_\_\_\_\_ % Annotated bibliography
- 3) \_\_\_\_\_ % Literature review
- 4) \_\_\_\_\_ % Early draft of paper
- 5) \_\_\_\_\_ % Final draft of paper
- 6) \_\_\_\_\_ % Other (please specify): \_\_\_\_\_

How often will you plan to meet?

What will be covered at each session?

What are the deadlines for components of project and for the final completion?

Please submit this completed form to the SPS Registrar

**Please note:** To be accepted for review, this application must be signed by the SPS faculty member. If you are submitting the application via email, you may have the SPS faculty member email the SPS Registrar at [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu) to give his or her permission. Please have the faculty member include the student applicant's full name and student ID number as well as the independent study course's title and department.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_