

Application for an Independent Study Undergraduate or 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 [Student Affairs 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 the Student Affairs Committee to 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.

Complete this application form on page 2 and 3 of this document. Please take care to follow the application instructions as incomplete paperwork will not be accepted or reviewed.

Independent Study Applications may be submitted:

By email (using Northwestern University accounts only) to the SPS Registrar at onlinereg@northwestern.edu.

Subject: Independent Study Application

By fax to 312-503-4727

ATTN: SPS Registrar

Application for an Independent Study
Undergraduate or Post Baccalaureate Academic Programs

Northwestern
SCHOOL OF
PROFESSIONAL STUDIES

Date: _____

Student Name: _____

Student ID: _____

Address: _____ City: _____

State: _____ Zip code: _____ Email: _____

Primary phone number: _____ Alternative phone number: _____

Degree/Certificate: _____

Major: _____ Minor: _____

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 Requirement Elective

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

Course Title	Dept Name/Course #	Section #	Instructor

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

**Application for an Independent Study
Undergraduate or Post Baccalaureate Academic Programs**

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?

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Approved by: _____ Date: _____