



Seattle Pacific University

Student Academic Services
3307 Third Avenue West Ste 113
Seattle, WA 98119-1997
(206) 281-2031 FAX (206) 281-2669

Independent Study

Quarter/Year: _____

ID: _____ - _____ - _____

Last Name: _____

First: _____

Middle: _____

COURSE INFORMATION (Please Print)

To be completed by the school or instructor

1. Does this course already exist in catalog? (circle one) yes no

2. If **yes**, please provide the subject code and number (i.e. PHY 1135): _____

3. If **no**, please provide subject code and circle the correct independent study number according to your class level (i.e. BIO 4900):
(subject code) _____ (subject number) 4900 6900 7900

4. How many credits is this independent study? _____

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

Instructor: (Please print) _____

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

SIGNATURES (REQUIRED)

Student: _____

Date: _____

Instructor: _____

Date: _____

Chair or Dean: _____

Date: _____

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 Bulletin). 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.

Registration Office Use Only

CRN# _____

Subject Code/Number: _____

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)

PROCEDURES FOR THE INDEPENDENT STUDY

1. Student obtains the Independent Study Agreement from the Registration Office (Demary 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 the Registration Office to register student for the current quarter.

4. Form is returned to the Registration Office and stamped with date of receipt.
5. Unique Independent Study course is created, reference number assigned, and student is registered.
6. The Registration Office will notify student, by mail, when registered.