

FORM FOR APPROVAL OF GRADUATE INDIVIDUALIZED STUDIES

NAME \_\_\_\_\_ NAU ID \_\_\_\_\_

STUDENT'S MAJOR DEPT \_\_\_\_\_ DEGREE SOUGHT \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CURRENT TELEPHONE \_\_\_\_\_

CLASS DEPT. PREFIX \_\_\_\_\_ COURSE NO. \_\_\_\_\_ TITLE \_\_\_\_\_ CREDIT HRS. \_\_\_\_\_

SEMESTER/YEAR \_\_\_\_\_ EXPECTED DATE OF COMPLETION \_\_\_\_\_

FACULTY DIRECTOR OF INDIVIDUALIZED STUDY \_\_\_\_\_

STUDENTS SEEKING TO ENROLL IN INDIVIDUALIZED STUDIES COURSES MUST COMPLETE THE FOLLOWING **BEFORE** REGISTERING FOR THE COURSE:

1. DISCUSS THE PROPOSED STUDY WITH YOUR ADVISOR;
2. FILL OUT THIS FORM AND ATTACH A DETAILED DESCRIPTION OF PROJECT, INCLUDING APPROXIMATE HOURS OF WORK INVOLVED AND THE SPECIFIC CONTENT AND REQUIREMENT OF THE STUDY;
3. HAVE THE FORM APPROVED (SIGNED) BY YOUR FACULTY INSTRUCTOR FOR THIS PROJECT AND YOUR MAJOR DEPARTMENT;
4. RETURN THE FORM TO THE CHAIR OF THE DEPARTMENT WHERE THE INDEPENDENT STUDY WILL BE UNDERTAKEN FOR FINAL APPROVAL; AND
5. CHECK BACK WITH THE DEPARTMENT BEFORE REGISTERING FOR VERIFICATION OF FINAL APPROVAL AND TO OBTAIN THE SEQUENCE NUMBER FOR THIS COURSE.

**Guidelines for Individualized Studies:**

The faculty instructor and student must develop a detailed description of the project prior to approval of the department chair. In addition to a description of the project (done by the student, with input from the faculty instructor), the instructor must outline expectations for the student. These expectations should address the time commitment, required readings, written or oral work required of the student for the grade, hours when the two will meet regularly during the semester, and any other requirements for the completion of this course.

The credit hours assigned to this course should be based upon the Regents' guidelines of one credit hour corresponding to 15 hours of classroom instruction and general expectation of two hours of work required outside the classroom for each hour in the classroom. Hence, a minimum of 45 clock hours per semester would be one credit hour. All individualized studies should require a written report to be graded by the instructor and be retained in the student's file in the department office. The instructor will forward the grade to the department chair at the end of final exam week of the semester. Graduate individualized studies courses are graded either pass/fail or graded basis.

\_\_\_\_\_  
STUDENT SIGNATURE/DATE

\_\_\_\_\_  
INSTRUCTOR APPROVAL/DATE

\_\_\_\_\_  
STUDENT FACULTY ADVISOR APPROVAL/DATE

\_\_\_\_\_  
CHAIR OF DEPARTMENT APPROVAL/DATE