



NORTHERN ARIZONA UNIVERSITY

Master of Arts in Sustainable Communities

NAU Box 6039
Flagstaff, AZ 86011
Office telephone: 928/523-2382
FAX: 928/523-2020
Email: Sandra.Lubarksy@nau.edu

Application for Independent Study (SUS 689 or 697)

Name: _____ Date: _____

Current address: _____

Student ID number: _____ Phone #: _____

Registering for: _____ Credit Hrs: _____
Course # and Sequence #

Semester/Year: Fall 20____ Spring 20____ Summer 20 ____

Grading Option: Letter Grade: _____ Pass/Fail/ grade: _____

Faculty Instructor of Individualized Study: _____

To enroll in an Individualized Study course:

- 1) Discuss the proposed study with the faculty instructor for the project and with your advisor.
- 2) Obtain the sequence number for the course from the SUS office.
- 3) Register for the course
- 4) Fill out this form and attach documentation described below.
- 5) Have the form approved and signed by the instructor for this project and your advisor.
- 6) Return this form to the SUS director for final approval prior to the deadline to Drop/Delete for the semester.

Guidelines for Individualized Studies: (SUS 689 or 697)

The instructor and student must develop a detailed description of the project, which must be approved by the SUS Director and filed in the SUS office.

Please Note: Failure to submit this form to the SUS office by the drop/delete deadline may result in an administrative drop from the course.

The student, with input from the instructor, should outline the project. The instructor should define the required expectations of the student, addressing the projected time commitment based on guidelines below, 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 completion of this course. All individualized studies require a written report to be graded by the instructor and retained in the student's file in the SUS office. The instructor will forward the graded report and a final course grade to the SUS director at the usual time for reporting semester grades.



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The Regents' guidelines suggest one credit hour should correspond to 15 hours of classroom instruction. An additional general expectation is that two hours of work outside the classroom will be required for each hour in the classroom. Hence, a minimum of 45 clock hours per semester would be required for one credit hour.

General description of individualized study. List here or attach:

General requirements for completion of the course (e.g., research paper, reading requirements, review sessions). List here or attach:

Bibliography for individualized study. List here or attach:

Scheduled review sessions with instructor:

Weeks:	Day:	Date:	Time:	Place:
1st-3rd	_____	_____	_____	_____
4th-7th	_____	_____	_____	_____
8th-11th	_____	_____	_____	_____
12th-14th	_____	_____	_____	_____

Expected Completion Date of Individualized Study: _____

I agree to the conditions of this form. _____

Student's signature

Date

Approved by:

Instructor of study Instructors Signature Date

Advisor Advisors signature Date

SUS Director SUS Director's signature Date

Course completion date: _____ Final grade: _____