



# Independent Study Contract

**QUALIFICATIONS:** Only students who have earned a minimum of 24 hours at Northern, and who have at least a 2.75 cumulative GPA will qualify for an Independent Study. An administrative fee of \$300 is attached to each Independent Study.

**LIMITATIONS:** Independent Studies are not permitted for regularly scheduled courses at Northern or for courses available from ACTS seminaries. Students may not do an Independent Study to raise a grade for a course. The normal late work policy applies to all Independent Studies. A student cannot take more than four Independent Studies toward the M.Div. degree or two Independent Studies toward a two-year degree.

**ACADEMIC EXPECTATIONS:** Independent Studies require comparable levels of academic work when compared to a course carrying the same number of credits, and subject to the same regulations as regularly offered courses. A fair compensation of time normally spent in the classroom should be evident in the proposed study.

**FACULTY SUPERVISION:** An Independent Study course may be negotiated with a member of the regular or adjunct faculty for any quarter. However, if completed with an adjunct or affiliate professor, the student will pay an additional tuition charge of \$150. Faculty members are limited to teaching a maximum of two Independent Studies per quarter.

**INSTRUCTIONS:** *In order to register for an Independent Study, the student must submit this contract by the prescribed period of registration (not through the student portal). This form must be filled out completely by the student and signed by the Independent Study supervisor before being sent to the Registrar no later than the first day of registration for the term.*

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Program: \_\_\_\_\_ Qtr/Yr: \_\_\_\_\_

No. of credit hrs. completed: \_\_\_\_\_ Cum. GPA: \_\_\_\_\_ No. of IS Contracts to date: \_\_\_\_\_

Title: \_\_\_\_\_ Hrs. Credit: \_\_\_\_\_

Area of study (check one): CH CT ED MN OT PC SP TE TH WO

Level (check one): 300 \_\_\_\_\_ 400 \_\_\_\_\_ 500 \_\_\_\_\_

Reasons for requesting this Independent Study: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Approvals:

\_\_\_\_\_  
IS Faculty Supervisor Date: \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

\_\_\_\_\_  
Registrar Date: \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Assigned Course Number: IS \_\_\_\_\_

## Independent Study Contact

1. Describe the course objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the work to be done, including how the bibliography is to be used, the type and length of the project to be completed, the kind of research to be conducted, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Indicate the dates specific requirements will be completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe the specific methods and procedures to be used in the evaluation (e.g., oral exam, written exam, periodic oral and/or written reports, final research papers, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Bibliography to be used in the course showing number of pages to be read min. of 1,000 required).