

# INDEPENDENT STUDY

An Independent Study is a course in which the student learns and demonstrates understanding of course content, with limited instructor oversight. Independent studies are primarily intended as an opportunity for students to study a topic not covered in an existing course in the University Catalog.

An independent study version of a course that exists in the University Catalog should be created only when a needed class (such as a prerequisite course) is not available during a particular quarter, or when a student cannot otherwise accommodate a required class in their schedule prior to graduation.

Students may not attend a class currently being offered and use that as part of their Independent Study Agreement.

Only matriculated students at Seattle Pacific University may register for independent studies.

## Policies Governing Independent Studies

1. Independent Studies 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 (ex: 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)
8. The Independent Study must be created by the department in CourseLeaf and made available for the student to register in Banner by the tenth day of the quarter (or the special summer session date as specified in the Summer Calendar). When an Independent Study is undertaken as part of an approved study tour, the student must register before the beginning of the tour.
9. For credit-bearing Independent Studies conducted outside of the United States, students must apply through SPU Study Aboard. Contact [studyabroad@spu.edu](mailto:studyabroad@spu.edu) or visit the Study Abroad website (<https://studyabroad.spu.edu/>).

## Registering for an Independent Study

To register for an independent study, students should work with their supervising instructor to develop the content of the course. The instructor should then work with their department unit scheduler to create the course in CourseLeaf. Once the course is created and permission is entered for the student to enroll, the student can register in Banner. The deadline to enroll in an independent study each term is the 10th day of the quarter. See the University Academic Calendar (<http://client-snap.dev8.leefrog.com/spu/spu.edu/catalog/undergraduate/20212/20212-university-calendar.html>) for specific dates.

## Completion and Grading of an Independent Study

The student and supervising instructor should meet on a regular basis, according to the number of consultations noted in the agreement. Work for the independent study should take place outside of a classroom setting.

Students will be assessed using Normal Grading (letter grades, A–E) unless another grade mode is mutually agreed upon with their supervising instructor and listed on the Independent Study Agreement. Grades for independent studies will be released at the same time as grades for all other courses, as noted in the University Academic Calendar (<https://catalog.spu.edu/graduate/academic-calendar/>).