

Northwestern University
Department of Spanish & Portuguese
Graduate Student Independent Study (499) Petition

Eligibility

First -year graduate students are discouraged from enrolling in 499. Generally, students in the program take such courses in their second-year. An Independent Study is a full credit course that must be taken for a grade and that must focus on a clearly defined subject of intellectual and academic substance. The subject matter should be one that is not normally covered by regularly scheduled courses offered by the department. A 499 course is approved only if the research project has academic merit and the faculty member consulted is willing and qualified to direct the research project. Petitions for 499 courses must be approved by the Department Chair in consultation with the Director of Graduate Studies or Dissertation Advisor during the quarter preceding the one in which the independent study work is to be undertaken.

Procedures for petitions

The student must consult initially with the Director of Graduate Studies or Dissertation Advisor, having first prepared an outline of the subject matter and the goals of research. If the DGS or Dissertation Advisor determines that the subject and scope of the project are appropriate for a 499 and there is a faculty member who agrees to direct the research the student should then prepare to submit the formal petition and supporting materials.

Petitions require the signatures of the student, DGS or dissertation advisor, the faculty member facilitating the Independent Study, and Department Chair. The petition must be accompanied by the following: 1) a one to two-page project description 2) bibliography 3) tentative schedule of meetings 4) description of how the completed 499 work will be evaluated 5) a current academic transcript.

Petitions with all supporting materials must be submitted by the student to the Director of Graduate Studies or Dissertation Advisor **one week prior to pre-registration for the quarter in which the 499 is to be undertaken**. The Department Chair will inform the student about the status of a 499 petition no later than the beginning of advanced registration.

Project Deadline

All 499 projects must be completed and papers submitted to the faculty member no later than the end of Finals Week.

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Name _____ Year _____

Phone _____ Email _____

Title/Topic of Independent Study _____

Quarter to be taken _____

Student Signature _____ Date _____

DGS/Dissertation Advisor Signature _____ Faculty Signature _____

Chair Signature _____ Date _____