

**NORTHWESTERN UNIVERSITY  
DEPARTMENT OF SPANISH AND PORTUGUESE**

**INDEPENDENT STUDY (399) PETITION**

**Eligibility**

Independent Study (399) is open to seniors with excellent academic records and, in exceptional cases, to very highly qualified juniors. An overall GPA of 3.0 and 3.5 in Spanish is required. An Independent Study is a full credit course that must be taken for a grade that must focus on a clearly defined subject of intellectual and academic substance offered by the department. A 399 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 399 courses must be approved by the Department Chair in consultation with the Director of Undergraduate Studies 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 an appropriate faculty member, having first prepared an outline of the subject matter and the goals of the research. If the faculty member determines that the subject and scope of the project are appropriate for a 399 and 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 and the faculty member, and must be accompanied by the following: 1) a one- to two-page project description; 2) a bibliography; 3) a tentative schedule of meetings; 4) a description of how the completed 399 work will be evaluated; 5) a current academic transcript.

Petitions with all supporting materials must be submitted by the student to the Director of Undergraduate Studies one week prior to pre-registration for the quarter in which the 399 is to be undertaken. The Department Chair will inform the student about the status of a 399 petition no later than the beginning of advanced registration.

**Project deadline**

All 399 projects must be completed and papers submitted to the faculty member no later than the first day of Finals Week.

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Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Title/Topic of Independent Study \_\_\_\_\_

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Quarter to be taken \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

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DUS Approval \_\_\_\_\_ Date \_\_\_\_\_ Chair Approval \_\_\_\_\_ Date \_\_\_\_\_

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