

Loyola University New Orleans  
 College of Arts & Sciences  
 Independent Study Course

Department	Prefix	Number	Section	Course Title

Instructor	Office	Phone	Email

Course Description & Independent Study Scope (500 characters)

Reading List / Bibliography

**Instructor Supervision**

Weekly instructor contact hours:	
Weekly student research/project hours:	
Course credit hours:	

Assignments & Deliverables	Percentage of Grade

Instructor Signature	Date

Student Name (Print)	Student Signature	Date

Department Chair (Print)	Department Chair Signature	Date

Associate Dean (Print)	Associate Dean Signature	Date

**NOTES:**

Approval signatures indicate understanding of and agreement to the course description, scope of work, supervised and research project hours, required deliverables, and criteria for assigning a course grade.

Student is provided a copy of the Disability Services and Accommodations Policy and University Emergency Statement with this course approval.

A copy of this Independent Study Course Agreement will be placed in the Student's Record.

**Disability Services and Accommodations:**

If you have a disability and wish to receive accommodations, please contact Disability Services at 504-865-2990, ods@loyno.edu, or visit the Office of Disability Services in Marquette Hall 112. Please note that before any accommodations can be implemented, you must obtain an official Course Accommodation Record from Disability Services for my signature.

**Emergency Statement**

At times, ordinary university operations are interrupted as a result of tropical storms, hurricanes, or other emergencies that require evacuation or suspension of on-campus activities. To prepare for such emergencies, all students will do the following during the first week of classes:

1. Practice signing on for each course through Blackboard.
2. Provide regular and alternative e-mail address and phone contact information to each instructor.

In the event of an interruption to our course due to the result of an emergency requiring an evacuation or suspension of campus activities, students will:

3. Pack textbooks, assignments, syllabi and any other needed materials for each course and bring during an evacuation/suspension
4. Keep up with course work during the evacuation/suspension as specified on course syllabi and on-line Blackboard courses.
5. Complete any reading and/or writing assignments given by professors before emergency began.

Assuming a power source is available....

6. Log on to university Web site within 48 hours of an evacuation/suspension.
7. Monitor the main university site (www.loyno.edu) for general information.
8. Log on to each course through Blackboard or e-mail within 48 hours of an evacuation/suspension to receive further information regarding contacting course instructors for assignments, etc.
9. Complete Blackboard and/or other online assignments posted by professors (students are required to turn in assignments on time during the evacuation/suspension period and once the university campus has reopened.)
10. Contact professors during an evacuation/suspension (or as soon as classes resume on campus) to explain any emergency circumstances that may have prevented them from completing expected work.

Further information about student responsibilities in emergencies is available on the Academic Affairs web site: <http://academicaffairs.loyno.edu/students-emergency-responsibilities>