



DIRECTED STUDY APPLICATION FORM

Directed Study is enrollment in a regular catalog course without the usual scheduled class sessions, using as substitute individual meetings between student and instructor. Only full-time faculty members may supervise **Directed Study** coursework. This special program is available to students who are within one or two semesters of graduation and who have no alternate means of satisfying department or university graduation requirements, except by enrolling for an additional semester(s). The catalog statements governing the **Directed Study** program are printed on the back of this sheet.

Student Name _____ **ID Number** _____

Term of Request _____ **Cummulative GPA** _____ **Major** _____

Course Name _____ **Number** _____ **Hours** _____

Reason for Request: _____

Expected Graduation Date _____

Approval Process: Each of the required signatures should be secured by the student in the order given. If the application is denied by any one of these persons, it is the responsibility of the student to notify the instructor who has agreed to offer the course that the application has not been approved.

Advisor

Approval Date

Instructor - Print Name/Signature

Approval Date

Chair, Department of Directed Study Course

Approval Date

Chair, Student's Major Department

Approval Date

Dean, College or School of Student's Major

Approval Date

Student Accounts Office

Approval Date

Office of the Registrar

Approval Date

DIRECTED STUDY

Directed Study is defined as the study of a prescribed course content in which the student, usually due to a schedule conflict, is unable to attend the scheduled class sessions.

1. A student interested in a Directed Study should initially consult with his/her academic advisor.
2. Normally, Directed Study is an option only available to students who are within one or two semesters of graduation and who have no alternative means of satisfying department or university graduation requirements except by enrolling for an additional semester(s).
3. Directed Study may not be used to repeat a course.
4. Students must have a minimum of a 2.0 grade point average to enroll in a Directed Study.
5. Introductory courses and courses offered every semester are not available as a Directed Study except by special permission of the appropriate College/School Dean and Provost.
6. Students may register for Directed Study (limited by the availability and willingness of the faculty to supervise such study) during any regular registration period in the academic calendar (a semester, an EDP session, summer terms).
7. Students may register for a maximum of four (4) courses by Directed Study, with only one (1) Directed Study being undertaken in any registration period. Any exceptions must be by special permission of the Provost.
8. A Directed Study must be taught by a full-time faculty member. The original syllabus of the course will be followed.
9. The minimum student contact with the instructor will be five (5) hours per semester hour credit. A proposed schedule of meetings between student and instructor should be attached to the application.
10. Directed Study applications must be approved by the Academic Advisor, Supervising Instructor, Chair of the department of Directed Study course, Chair of the student's major department, Dean of the College or School of the student's major, and the Provost.
11. The course will not be entered on the student's record until the Office of Student Accounts has received tuition payment.