

**APPLICATION FOR DIRECTED STUDY (499, 503 only)**

**INSTRUCTIONS FOR STUDENTS**

1. Complete Part A and B on this application.
2. Obtain the signatures of the faculty member supervising your directed study, your adviser, the Chairperson of the Department in which the proposed project is to take place, and the Dean of the appropriate School (Arts and Sciences, Business, or Education and Allied Studies).
3. File the form with the Registrar's Office by the last day of the drop/add period for the semester or term.

**NOTE:**

- Directed Study is limited to three credits with a maximum of six credits for graduation purposes.
- Directed Study may not take the place of a course offered by the college.
- Directed Study is open to matriculated undergraduate students in their junior or senior year and to matriculated graduate students ONLY.

See current catalogue section "Academic Programs" for guidelines on Directed Study.

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**PART A – To be completed by the student – PLEASE PRINT:**

NAME \_\_\_\_\_ MAJOR(S) \_\_\_\_\_

BANNER ID# \_\_\_\_\_ MINOR \_\_\_\_\_

CLASS/LEVEL: \_\_\_JR \_\_\_SR \_\_\_Graduate Student E-MAIL \_\_\_\_\_

SEMESTER (Check one): YEAR \_\_\_\_\_

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_ Summer 10 Week \_\_\_\_\_

Full Year (Sept-May) \_\_\_\_\_ Odd Date (specify start and end dates) \_\_\_\_\_

DIRECTED STUDY DEPARTMENT: 4-Letter Course Department Code (ex. PSYC) \_\_\_\_\_

COURSE NUMBER (check one): \_\_\_\_\_ 499 (Undergraduate) \_\_\_\_\_ 503 (Graduate)

TOTAL CREDIT HOURS: \_\_\_\_\_ 3 credits \_\_\_\_\_ 2 credits \_\_\_\_\_ 1.5 credits \_\_\_\_\_ 1 credit

SUMMARY "TITLE" of Proposed Directed Study \_\_\_\_\_

**PART B – To be completed by the student and faculty supervisor:**

**DESCRIPTION OF DIRECTED STUDY PROPOSAL:**

Please provide a brief description of the proposed project which should include the goals, action plan and grading methods.

**GOALS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION PLAN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GRADING:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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**PART C – To be completed by the major and supervising departments:**

This proposed Directed Study does not duplicate any BSC course or material studied in any required or elective course; nor is it an internship or research course. By my signature, I approve this student to register for the course work and credit described above and on page 1 of this application.

**ADVISER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF FACULTY SUPERVISOR (PLEASE PRINT)** \_\_\_\_\_

**FACULTY SUPERVISOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPT. CHAIR of PROJECT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SCHOOL DEAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FORWARD APPROVED FORM TO REGISTRAR'S OFFICE FOR PROCESSING**