

**DIRECTED STUDY REGISTRATION: FALL OR SPRING SEMESTER**

This form is to be completed by the faculty supervisor and returned by the student to the Office of Records & Registration, Kathryn Hall 309-312. The student will not be permitted to register for the Directed Study until this form is on file in that office.

To be eligible for Directed Study, a student must have a grade point average of at least 2.00, either cumulative or in the immediate preceding semester.

*A \$320 fee will be charged for each Directed Study, unless the Directed Study is required by the department (see below).*

Student \_\_\_\_\_ Campus mailbox \_\_\_\_\_ E-mail \_\_\_\_\_

Semester and year \_\_\_\_\_ Faculty advisor \_\_\_\_\_

**Catalog course:** Directed Study for regular catalog courses is limited to students who have irreconcilable schedule conflicts, subject to the willingness of a faculty member to direct the study. Except for such conflicts, a course will not be available by Directed Study in a semester when it is offered as a regular course. A student may not repeat a course by Directed Study.

Department \_\_\_\_\_ Course number \_\_\_\_\_ Course title \_\_\_\_\_

**Course not in catalog:** The faculty supervisor specifies the hours of credit, the number, and the title.

Department \_\_\_\_\_ Hours of credit \_\_\_\_\_ Course title \_\_\_\_\_

Course number (check one): \_\_\_174 (freshman level), \_\_\_274 (sophomore level), \_\_\_374 (junior level), \_\_\_174 (senior level)

**Course outline:** Attach, or outline in the space below.

The faculty member provides a syllabus setting forth course objectives, an outline of course content, a list of required readings and other references, information on examinations, papers, and projects, and the basis for evaluation of the student's work.

Signature of faculty supervisor \_\_\_\_\_ Date \_\_\_\_\_

Registrar approval \_\_\_\_\_ Date \_\_\_\_\_

**Fee waiver:** When a Directed Study course is needed for a student's major and not offered, or when there is a schedule conflict through no fault of the student, the department or the course supervisor may ask the Academic Standards Committee to waive the \$320 fee. The supervisor should make the request and explain the circumstances here.

Academic Standards action: \_\_\_ Approved \_\_\_ Denied Date \_\_\_\_\_ Signed \_\_\_\_\_

To: Recorder  
Supervisor of Study  
Student  
Business Office