

Directed Study courses are active courses, listed in the academic catalog, and taught on an individual basis by a full-time instructor at the same level as regularly scheduled courses.

The Directed Study option can be utilized only in unusual circumstances and is not an alternative to inadequate planning or inconvenient timing. It is expected that instructors who normally teach the course will teach a course via directed study. Regular tuition and fees will be charged for every directed study credit. **Registration must be completed within the first two weeks of the semester.**

**Process:**

1. The student requesting a Directed Study meets with his or her advisor to explore alternatives. If none are feasible, the student and the advisor complete and sign this form.
2. The student and advisor contact the faculty member to see if the instructor is willing to teach the course via directed study. If so, then the instructor signs this form and outlines the expectations for the course with the student to make sure completion is feasible and the student understands what will be expected.
3. The instructor obtains the Division Chair's signature and returns this form to the advisor.
4. The advisor discusses the request with the Vice President of Instruction and Student Services, who approves or denies the request.

**If approved:** The VP signs this form and Educational Services processes the request. The advisor informs the student that the request was approved and instructs the student to wait 24 hours before registering for the course.

**If denied:** The advisor informs the student.

## Student Section

Student's Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course Information: \_\_\_\_\_  
Prefix & Number                                  Course Title                                  Credits

Major/field of study: \_\_\_\_\_

**Degree:**

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)  
\_\_\_\_\_  
(Program)
- Certificate of Applied Science (CAS)  
\_\_\_\_\_  
(Program)
- Certificate  
\_\_\_\_\_  
(Program)
- Non Degree Seeking

**If granted, course dates will be:**

\_\_\_\_\_ to \_\_\_\_\_  
Starting Date                                  End Date

**Semester:**

- Fall Semester
- Spring Semester
- Summer Semester

**Year:**

20\_\_\_\_



## ■ Advisor Section

Please explain why Directed Study is necessary in this situation. Include an explanation of why all other options for meeting the student's need are not viable.

**Justification:**

## ■ Approvals

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Advisor/Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Instruction and Student Services Signature

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>
Date entered by Ed Services: _____
Date Registered: _____

REVISED 4/2017