

**Pine Manor College OFFICE of INSTITUTIONAL RESEARCH, RECORDS, and REGISTRAR**

*Refer to the guidelines for directed study process found in the course catalog.*

This form must be filed with the Registrar **no later than the last day of add/drop period.**

**DIRECTED STUDY COURSE PROPOSAL FORM**

Student: \_\_\_\_\_  
*Last, First, MI*

Student ID# \_\_\_\_\_

Instructor \_\_\_\_\_

Semester/Year \_\_\_\_\_ Major/Minor \_\_\_\_\_

Student Status: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Adult Education \_\_\_\_\_ Other \_\_\_\_\_

**To be completed by the instructor and the student:**

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Rationale for Directed Study \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach a syllabus for the Directed Study.** Syllabus should clearly state the following: 1. Objectives of the Directed Study; 2. Reading list; 3. Number of conferences planned for the semester and purpose (s) of these conferences; 4. Deadlines for submission of work; and 5. Criteria for the final grade.

Is this course listed in the catalog? Yes \_\_\_ No \_\_\_ Is this course different from the catalog? Yes \_\_\_ No \_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Program/Area Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Academic Standards Committee \_\_\_\_\_ Date \_\_\_\_\_

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

**Copy to: Student, Instructor, Program Coordinator, Division Chair, and Academic Standards Committee required. Once signatures are obtained, submit to Registrar.**