



DIRECTED STUDY COURSE PROPOSAL FORM

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

Student: _____ *Last, First*

Student ID# _____

Instructor _____

Semester/Year _____ Major/Minor _____

Student Status: Undergraduate _____ Graduate _____ Adult Education _____ Other _____

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. List of reading and writing assignments; 3. Requirements such as text book etc. of the course, 4. Number of conferences planned for the semester and purpose (s) of these conferences; 5. Deadlines for submission of work; and 6. Criteria for the final grade.

Q.1. Is this course listed in the catalog? If Yes ____ (Read the following a & b parts) If No ____ (Go to Q.2.)

a. If the course is listed in the catalog, is from the instructor's discipline and also normally taught by the department, Academic Standards does not need to review the course/provide a signature but still needs the syllabus and this form for its records.

b. If the course is listed in the catalog but is not from the instructor's discipline, the instructor must first seek permission from the Program Coordinator/Faculty Chair before submitting the form and syllabus to Academic Standards.

Q.2. If the course is not listed in the catalog, the instructor must submit the syllabus and this form to the Program Coordinator/Faculty Chair and the Academic Standards Committee approval.

Signature of Student _____ Date _____

Signature of Instructor _____ Date _____

Signature of Program Coordinator or Faculty Chair _____ Date _____

Signature of Academic Standards Committee (only for courses not listed in course catalog) _____ Date _____

Registrar _____ Date _____

Copy to: Student, Instructor, Program Coordinator/Faculty Chair, Academic Standards Committee, and the Registrar.