

APPLICATION FOR DIRECTED STUDY– BEREN CAMPUS

Under special circumstances, students in need of a course listed in the Catalog but not currently offered are permitted to take the course by directed study. Approval is granted on an individual basis and the privilege is limited. Except under the most unusual circumstances a student may take only one class in this manner. The student must be a senior, or, with special permission, a junior, with a minimum average of 2.5.

Procedure:

1. Student completes Part I and submits form to faculty sponsor.
2. During the first two weeks of the semester in which the student plans to do the work, she must submit this form, signed by the faculty sponsor, and a student copy of her transcript to the Office of the Dean.
3. The Dean considers each application and must approve it before work begins.
4. At the end of the term, the instructor submits a grade to the Registrar. The course is listed on the student's record with its regular number and title.
5. Directed Study may be done during the summer, with permission of the faculty sponsor and the Dean of the college. There is a per-credit charge for such work.

I. TO BE FILLED OUT BY THE STUDENT

Student's Name _____ I.D. #: _____

Phone #: _____ Email: _____

Directed study to be done in: (circle) Fall / Spring / Summer 20 _____

School in which credit is requested: (circle) SCW SSSB

Class in this school: (circle) Jr Sr Date degree expected: _____

Total credits to date (including those in progress): _____ Major(s) _____

Course to be taken by Directed Study: _____

Department	Number	Title	Credits
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Instructor under whom work will be done _____

Reason why course must be taken by Directed Study: _____

Date _____ Student's signature _____

Student submits form to the faculty sponsor

II. TO BE FILLED OUT BY THE FACULTY SPONSOR

a) Sources to be used, reading requirements (bibliography attached):

b) Written assignments _____

c) Evaluation requirements (examinations, term papers): _____

d) Nature of direct supervision (e.g., total number of hours of meeting with student): _____

e) Credits recommended for this work: _____

Date: _____ Supervisor's signature _____

Faculty returns form to student to submit to the Dean

III. ACTION BY DEAN OF COLLEGE

Approved/Denied Comments _____

Date: _____ Dean's signature _____

DEAN SUBMITS FORM TO THE REGISTRAR

IV. OFFICE OF THE REGISTRAR

Student is / is not registered for the course indicated above. Confirmation sent _____

Student notified of action _____

Date: _____ Authorized signature _____