



APPROVED DIRECTED STUDY

The Directed Study form must be completed with the dean prior to the end of the Add/Drop Deadline for the semester of study.

STUDENT INFORMATION

Name _____ Student ID _____

Email Address _____ Phone # (_____) _____

Fall Spring Summer Year: 20-_____

COURSE INFORMATION

*(The course id number is assigned by the Registrar's Office. Please indicate the class level)

_____/_____
*Discipline / Number** *Course Title* *Credits*

Assigned Instructor: _____

INSTRUCTOR ACKNOWLEDGEMENT

Instructor's Acceptance via Email

Instructor _____ Date _____
(Signature of Instructor)

Course Instructor and Student collaborate to develop course syllabus.

DEAN'S FINAL APPROVAL

Dean's Approval via Email

Course Syllabus attached (required for final approval).

Dean's Final Approval _____ Date _____
(Signature of Academic Dean)

Pay Rate (include explanation if needed) _____

Provost's Approval *(Required only if the instructor is compensated)*

Provost's Approval via Email

Provost's Approval _____ Date _____
(Signature of Provost)

For Registrar's Office Use:

Updated database

Assigned Course Code _____ 10 Assigned Course Title DS: _____

Approval notifications sent: _____ Advisor _____ Dean _____ Provost _____ Help - LMS
_____ Student _____ Accounting _____ Instructor _____ Payroll

Directed Study Course

- A Faculty member or Dean initiates a Directed Study course (Independent Studies are typically initiated by a student). Like an Independent Study, a Directed Study is taught by a professor to individual students outside of a regular classroom setting.
- A Directed Study may be offered in place of a cancelled course.
- Course requirements and expectations are communicated through a course syllabus/contract that specifies the nature and extent of interaction between the student and instructor and the expectations for satisfactory course completion. It is the responsibility of the instructor and Dean to ensure that the learning experience through the DS course is comparable to that of an associated classroom course.
- Based on the nature of the course and the student, the instructor may require a number of face-to-face meetings.
- A Directed Study course will be identified on the transcript with a DS: at the beginning of the course.
- The instructor's Dean has full responsibility for quality control, including the selection of appropriate faculty.
- DS courses follow the established semester schedule for the department through which they are offered, including add/drops, withdrawals, and grade reporting unless specifically described differently in the contract.
- There is no independent study fee charged to the student.

Process:

1. DS courses are offered by the faculty member or Dean to the student.
2. The faculty member completes a syllabus for the specific DS course and attaches it to the Directed Study Request form. The packet is then submitted to the Dean of the course's department for approval.
3. The packet is then submitted to the Provost for approval if the faculty member is to be compensated.
4. The Directed Study Request form and syllabus are sent to the Registrar's Office for course creation and student registration.
5. The faculty member is responsible to share the syllabus with the student.

Faculty Compensation:

- At the initiative of the Dean, faculty compensation is offered when the Directed Study is replacing a low enrollment cancelled course that is required for a senior's graduation progression.
- Compensation is based on 1/7th of the per-credit overload/adjunct per-credit rate.