

# DIRECTED STUDY APPLICATION

Students should submit completed application forms to instructors early in the first week of the semester in order to allow sufficient time for the instructor, faculty administration, and the dean to process the application prior to the Add/Drop deadline.

**NOTE: The application deadline for a directed study is one week prior to the Add/Drop deadline of the semester. Applications received after this deadline are subject to a \$50 administrative fee.**

**Applications submitted to the Office of the Registrar (regardless of starting the course or not) are subject to a \$75 administrative fee if the course is dropped or student no longer wishes to pursue the directed study.**

## WHO QUALIFIES TO TAKE A DIRECTED STUDY?

1. If a course is a required component of a student's program and the student has a valid reason for not being able to take it when offered, the student may take the course by directed study, but only during a semester when the course is not offered on campus. It should be noted that certain courses do not lend themselves to directed study format (e.g. some lab sciences)
2. A directed study course must be carried out under the supervision of a qualified member of full-time faculty (and part-time only with the permission of the faculty chair) and must have the approval of the dean, SGS program director, or ACTS seminaries dean (as applicable). Faculty agreement to direct the course does not constitute directed study approval. Approval is given only by the dean.
3. Directed study courses will usually be available only to students who have completed 57 semester hours or more toward their degree. Students should have an above-average academic record, be well-disciplined, and be motivated.
4. Students are allowed a maximum total of 12 semester hours of directed study coursework in their degree program. Some SGS programs may have a lower limit, please consult with your SGS program director for clarification.
5. Students may take only one directed study course per semester, except during the Summer semester.

## PROCEDURE:

1. STUDENTS who want to take a directed study course must:
  - Request a directed study from the instructor. Instructors are not obliged to agree to conduct a directed study.
  - Complete **SECTION A** of the application, and pay the required fee. Incomplete forms will be delayed and may be subject to the late submission penalty.
  - Submit the application to the instructor.
2. The INSTRUCTOR, after having agreed to conduct the directed study, will:
  - Complete **SECTION B** on the application.
  - Create an individualized course syllabus for the directed study.
  - Forward the application and syllabus to the Dean for processing.
3. The DEAN will:
  - Review the application to ensure completion.
  - Review the rationale to ensure validity.
  - Review the student's transcripts to verify that the student doesn't exceed the maximum allowable direct study credit hours for a degree.
  - Complete **SECTION C** of the application.
4. If approved:
  - Copies will be sent to the Office of the Registrar, the instructor, and the student.

## STUDENT RESPONSIBILITY:

- The student is responsible to see that all work, including exams, if any, is completed by the last day of exams during the Fall and Spring semesters and by August 31 during the Summer semester. *The only exception to this deadline is documented evidence of severe extenuating circumstances beyond your control.*
- The student must be prepared to put in the extra time and effort that a directed study course requires. Since the contact time with the instructor is substantially less than that of a regular course, directed studies demand initiative and self-discipline.
- The student should keep the syllabus for future reference, should the student need to transfer this course to another educational institution.

*NOTE: Once enrolled, the normal course change deadlines and fee refund schedule apply.*

# DIRECTED STUDY APPLICATION

## SECTION A - TO BE COMPLETED BY STUDENT

|   |  |            |  |   |  |
|---|--|------------|--|---|--|
| LAST NAME   |  | FIRST NAME |  | TWU ID NUMBER   |  |
|   |  |            |  |   |  |
| EMAIL:  |  |            |  | PHONE   |  |
| PERMANENT ADDRESS: _____  |  |            |  |   |  |
| CITY: _____   |  |            |  |   |  |
| STATE/PROVINCE: _____ POSTAL/ZIP: _____   |  |            |  |   |  |
| DEGREE/MAJOR:   |  |            |  | SEMESTER: _____<br><small>year</small> Spring Fall Summer |  |
| RATIONALE Attach a letter of rationale, explaining why you need to take this course by directed study. Please review <i>Student Eligibility</i> section on prior page to ensure your eligibility. |  |            |  | _____ sem. hrs. of Directed Studies previously taken      |  |

I request that, upon approval, this application serve as my Registration Form in the above course, after which time the course drop deadlines and refund schedule apply.

|                   |       |
|-------------------|-------|
| _____             | _____ |
| Student Signature | Date  |

## SECTION B - TO BE COMPLETED BY INSTRUCTOR

| COURSE CODE<br><small>Ex. PSYC 105</small> | SEC.<br>B | SEM.<br>HRS | COURSE TITLE | DATE |
|--|-----------|-------------|--------------|------|
|  |           |             |              |      |

I agree to provide a student specific, Directed Study syllabus and offer this directed study course to the above named student according to the *Directed Study Guidelines* available from your Dean (*Please read Guidelines before signing. In particular, note that the final grade is due one week after the last day of exams (Fall/Spring) or September 7 for Summer.*)

|                      |            |       |
|----------------------|------------|-------|
| _____                | _____      | _____ |
| Instructor Signature | Print Name | Date  |

Required if Instructor is part-time faculty:

|                            |            |       |
|----------------------------|------------|-------|
| _____                      | _____      | _____ |
| Department Chair Signature | Print Name | Date  |

## SECTION C - TO BE COMPLETED BY DEAN

*Note to Instructor:* if this form bears the signature of the Dean, the proposal has been approved and a stipend of \$\_\_\_\_\_ will be requested, payable in total upon receipt of the final grade by the Office of the Registrar.

|   |            |       |
|---|------------|-------|
| _____   | _____      | _____ |
| Department Dean or SGS Program Director Signature | Print Name | Date  |

### OFFICE OF THE REGISTRAR USE ONLY

Date Posted: \_\_\_\_\_

Notes: \_\_\_\_\_

OTR RSS Initial: \_\_\_\_\_ Entered by OTR: \_\_\_\_\_

Course Year: \_\_\_\_\_  
Course Term: \_\_\_\_\_