
Directed Study Course Guidelines

General Restrictions:

- The course numbering for directed study courses is 4400.
- The student requesting the directed study must sign the syllabus to indicate his or her approval. The request form, in turn, should be signed by the course instructor and the instructor's department chair or, under special circumstances, the Education Abroad Director (if the request is for a study abroad directed study course) or Honors Program Director (if the request is for an honors directed study course). The form must be submitted to the Registrar two weeks prior to the end of the semester preceding the semester of the proposed study. After the Registrar's office processes the request, a confirmation is sent to the student that he/she is registered for the course.
- Content in the directed study will not substantially overlap an existing course in the curriculum.
- A student may not carry more than three semester hours in directed study per semester.
- A maximum of ten semester hours of directed study may be used to satisfy degree requirements, with a maximum of three hours used as General Electives as Free Electives. The maximum number of hours allowed within the major shall be determined by the department.
- A student must have a cumulative overall GPA of at least 3.0 in order to be eligible for a directed study.

Procedures to be Followed for the Approval of Directed Study:

- The student should contact the instructor whom the student wishes to serve as supervisor and present a proposed topic of study to the instructor.
- The instructor completes the following steps:
 - Obtain the student's signature on the syllabus, complete the Directed Study form, and upload the signed syllabus.
 - The instructor agrees to adhere to any additional requirements specific to the department to gain approval (e.g., committee approval) before sending the proposal to the Department Chair.
- The Department Chair should ensure the following requirements are met:
 - The student has a sufficient GPA, both overall and in the major.
 - A list of the student's previous directed studies courses taken has been reviewed.
 - In consultation with the instructor, review the instructor's load and limit the number of directed studies an instructor may supervise in a single semester. A directed study should be supervised by an instructor on a voluntary basis.
- The Department Chair (or Education Abroad Director or Honors Program Director if a study abroad or honors program directed study course) should then submit the form to the Registrar's Office two weeks prior to the end of the semester preceding the semester of the proposed study.