

DIRECTED STUDY POLICY, PROCEDURES, AND PREPARATION

Some academic courses normally offered by the College in a classroom setting may be available on a directed study basis. The student must secure departmental, faculty, and administrative approval, and the student normally will have to be classified as a junior or senior. There is a \$35.00 per semester hour directed study fee charged in addition to the regular tuition. The directed study fee is non-refundable. In the case of a student withdrawing from a directed study, tuition for the directed study will be pro-rated, based on the date of the Registrar's approval, according to the following schedule.

Charges are due from the date the directed study approval notice is sent by the Registrar's Office:

during weeks one through three	25%
during weeks four through six	50%
during weeks seven through nine	75%
during week ten and after	100%

Directed study courses cannot replicate the advantages of a classroom setting, however the course work should be comparable in breadth, depth, and intellectual content to the established course requirements. The goals and objectives should be the same as for the standard classroom course. The methods of achieving those goals and the criteria for measuring achievement level will differ from the classroom expectations.

Directed studies are intended to be campus based and frequent consultation with the Faculty Director is required throughout the project. Students enrolling in directed studies for Summer School must complete 75% of the course work required for the directed study while on campus. The faculty director of the study will determine what constitutes 75% of the study. **The faculty director is to include in the written syllabus and instructions that accompany the request for the study specifically what must be done to reach that 75% goal.**

One of the principle purposes for the process is to make it so the student meets face to face with the faculty director to obtain all expectations for the course in writing. A directed study syllabus needs to:

1. Explain to the student what is different from the regular class,
2. Supply specific dates for when assignments are due, and
3. Explain additional academic work required to compensate for the absence of classroom contact, discussions, lectures, etc.

Approximately 35 to 45 hours of academic work are expected for every semester hour of credit for a directed study. Students are expected to demonstrate mastery through either or both the production of a significant written project or a comprehensive final exam. Final responsibility for evaluation and grading rests with the Faculty Director.

The directed study is guided by the following parameters:

1. Generally only one directed study project may be in process at a time.
2. Credit for a directed study project may not exceed the credit for the standard classroom course.
3. Directed studies will not be permitted when the course is offered during the semester and it is possible for the student to enroll.
4. Registration for the study must be completed through the Registrar's Office.
5. No more than six semester hours of directed study will be granted in any one field of study and no more than 12 hours total may be applied to a student's graduation requirements.
6. Only juniors or seniors are eligible for directed study. In rare cases a sophomore may petition the Academic Committee for special permission to conduct such research.
7. The department, faculty, or Academic Committee has the right to deny the student permission for the directed study for any appropriate reason.
8. Students will need to get to the bookstore as soon as possible to order textbooks that are not kept in stock.

PROCEDURE FOR SECURING APPROVAL OF A DIRECTED STUDY

Before you may register for a directed study, you must secure the approval of the chair of the department offering your degree. You must also secure a faculty member's consent to serve as the director of your study and you must complete a formal proposal for the study. A student presenting a request for a directed study does not imply pressure from the College to approve or direct the study and it does not assure approval by the College. It is the student's responsibility to prepare the proposal and submit it to the Academic Committee for final approval. The required process is as follows:

1. Meet with your academic advisor to secure his or her approval and ask him or her to fill in the "Statement of Need" section on the directed study proposal form and ask him to sign and date the proposal in the designated blanks.
2. Discuss with the potential Faculty Director the type of directed study you wish to conduct. This discussion should culminate with an agreement by you and the teacher as to what the directed study is to accomplish and what procedures and tasks are to be performed by you.

The directed study proposal form (attached) must be filled in completely. If you wish to use more space than is provided on the form, you may develop your own proposal attaching the directed study proposal form (with all the blanks filled in) to the front of it. You will need to work closely with your Faculty Director so that precise language relating to objectives, requirements, textbooks, grading, and completion dates can be developed. Ask your Faculty Director to sign and date the proposal in the designated blanks.

3. After you and your Faculty Director complete the directed study proposal, you must secure the approval of the chair of the department offering the directed study. Ask him or her to sign and date the proposal in the designated blanks.
4. Upon completion of the proposal and the required processes given above, the completed directed study proposal must be submitted to the Academic Committee through the Registrar's Office.

DIRECTED STUDY PROPOSAL
(Please print or type)

Student _____ I.D. number _____ P.O. Box number _____

Classification _____ Major _____

Course catalog number _____ Title _____ Course Semester Hours _____

Number of total semester hours I have already completed by directed study or independent study _____.

Number of semester hours in which I am enrolled _____. Last semester GPA _____. Cumulative GPA _____.
(These are found on your grade report and on the personal copy of your transcript.)

Semester for which I would like to receive credit: _____ Fall 2007 completion deadline is December 14.
_____ Spring 2008 completion deadline is April 25.
_____ Summer 2007 completion deadline is July 25.

Contractual Notice: This is a contract. *If you do not meet this deadline, consequences will follow.* Any request for an extension must be made prior to the existing deadline. Requests coming after the deadline will not be accepted and the student will fail the directed study. If you want an extension of two weeks or less beyond the above completion date, contact the Faculty Director. If the Faculty Director and the Registrar grant your request, they will establish a new completion date and a fee of \$25.00 will be charged. If a longer extension is desired, only the Academic Committee can grant it. An extension may be granted by the Academic Committee only for extreme reasons. The Academic Committee will grant only one extension of not more than three months and an extension fee of \$75.00 per semester hour will be charged. **Candidates for graduation enrolling in directed studies must register for these by the end of Drop/Add Week, and the directed studies proposals must be returned to the Registrar's office within five class days. The late registration fee will be charged to those candidates who sign up after Drop/Add Week.**

Statement of Need: (Mark as many as apply and explain)

- Not offered this semester Conflicts with another required class Need for graduation this coming May

I understand there is a \$35.00 Directed Study Fee charged per semester hour of credit in addition to the regular tuition that will be applied to my bill in the Business Office. I understand that I will be charged the normal fees for any tests or quizzes taken in the Cedarholm Library.

Signature of Student: _____ Date: _____

REQUIRED APPROVALS (Secure signatures for each of the following by a personal meeting in the order listed):

Your Academic Advisor: _____ Date: _____

Faculty Director approval of proposal: _____ Date: _____

Chair of Department offering the study: _____ Date: _____

Registrar, for the Academic Committee: _____ Date: _____

AGENDA FOR DIRECTED STUDY
(Please print or type)

OBJECTIVES (upon completion of the study, the student should be able to): _____

Agenda for Directed Study continued.

Textbooks and Authors: _____

REQUIREMENTS (The final grade for the course will be based on the following):

Reading (titles, authors, pages): _____

Projects: _____

Tests: _____

Other Activities: _____

NOTICE TO FACULTY: Please include foundational bibliography, course outline, and basic content of the proposed directed study and attach the regular course syllabus and bibliography.

For Office Use Only

The Student is to be given a copy of the Directed Study Policy and Proposal

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| <input type="checkbox"/> Total # of directed study hours completed | <input type="checkbox"/> Notify Academic Advisor |
| <input type="checkbox"/> Total # hours taken in Non-traditional format | <input type="checkbox"/> Notify Student and return syllabus to student |
| <input type="checkbox"/> Enter in Computer | <input type="checkbox"/> Notify Chair of Department offering the study |
| <input type="checkbox"/> Notify Business Office | <input type="checkbox"/> Notify Chair of Department offering the student's degree major |
| <input type="checkbox"/> Notify Academic Dean | <input type="checkbox"/> Final grade has been received |
| <input type="checkbox"/> Notify Financial Aid | <input type="checkbox"/> Because final grade has not been received, process of incomplete to failure has been initiated |
| <input type="checkbox"/> Notify Faculty Director | |