DIRECTED STUDY REQUEST FORM

Student Name: ___________________________ ID# ___________________________

TERM ______ Course Subject: ______ Course Number: _____ Title: ________________________________

# of Credits: ______ Instructor’s Name: ________________________________

Student Signature: ___________________________ Date: ___________________________

Policy: Directed Study
Directed Study courses provide one-on-one opportunities for students who are unable to take a course at its scheduled time. Unlike Independent Study, these courses are part of the regular catalog course offerings. The outcomes and assessments remain the same as if the course were taken in a traditional setting, whether face-to-face or online; the contact hours and method of delivery are flexible though and determined by the student and the supervising faculty member.

Reason for the Request (to be completed by the student). The student must demonstrate an insurmountable conflict that requires taking the course as Directed Study.

Contact Hours and Method of Delivery (to be completed by the instructor). The student and supervising faculty member must meet at least once per week:

Confirm the following requirements:

☐ The student is not on academic probation.
☐ The student is within one semester of completing his or her credential or transferring to a four-year university.
☐ The course shall not extend beyond one semester.

FOR INTERNAL USE ONLY

Approved for Directed Study

Instructor ___________________________ Date ____________
Advisor ___________________________ Date ____________
Division Director ___________________________ Date ____________
Executive Director of Instruction ___________________________ Date ____________

NOT Approved for Directed Study

Instructor ___________________________ Date ____________
Advisor ___________________________ Date ____________
Division Director ___________________________ Date ____________
Executive Director of Instruction ___________________________ Date ____________

Comments: ___________________________

Submit to the Registrar’s Office

Updated August 2020