



Directed Study Application

A Directed Study Application is used to register a course that is in the Catalog but is not offered at the time of day or during the semester in which the student needs to take the course. If the needed course is on the schedule but it is a time conflict (15 minutes or less) with another course, please submit a **Time Conflict Resolution Form**.

- The course already exists in the Catalog.
- The student and supervising faculty member work closely throughout the semester.
- This registration assumes a moderate amount of faculty supervision.

Full-time undergraduate students whose course load exceeds 18 hours as a result of the directed study registration are charged the current part-time rate for tuition for those hours in excess of 18 credits. Part-time students will be charged for tuition at the per credit hour part-time rate.

Students must register for the Directed Study PRIOR to beginning course work and no later than the fifth day of each semester (during the official Add Period for the semester).

Student ID: _____ Student Name: _____

Academic Year: _____ Term: _____ Instructor: _____

Course Code (e.g. AC 101): _____ Number of Credits: _____

Course Title: _____

Reason for requesting course registration:

I **plan to** attend _____ (e.g. AC 101 A) this semester on a part-time basis as part of my directed-study request. *The course cap will be reduced by one seat to accommodate a student's participation in this course under this arrangement.*

I **will not** attend _____ (e.g. AC 101 A) this semester.

Student's Signature

Date

Instructor's Signature

Date

Department Chair's Signature

Date

Registrar's Signature

Date