



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.**

Students must register for the Directed Study PRIOR to beginning course work. Forms must be submitted to the Office of Registration and Records no later than the fifth day of the semester (or the identified last day to add in a subsequent sub-term).

- The course already exists in the Catalog.
- The student and supervising faculty member(s) work closely throughout the semester.
- This registration assumes a moderate amount of faculty supervision.
- Directed Studies **may not** be taken as a repeat for a failed course.

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

Student ID: _____ Student Name: _____

Academic Year/Term: _____ Instructor: _____

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

Course Title: _____

Reason for requesting course registration:

My major/minor has been impacted by the Academic and Operations Realignment.

Other (please explain in detail): _____

I plan to attend the course (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 the course, the agreement is "By Arrangement. I have identified the course category below.

Modality: 0 - 25% Online (face-to-face) 26 - 49% B1 Online 50 - 74% B2 Online
 75 - 99% B3 Online 100% Online

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Dean's Signature _____ Date _____

Completed by the Office of Registration and Records.

Notification mailed to student and instructor on ____/____/____ Form Processed by: _____