

**Application for
Directed Study**

A directed study may be taken on those rare occasions when a catalog course that a student needs for his/her major is not being offered in time for the student to graduate. Approval to take a directed study (see signatures below) must be granted by the end of the drop/add period of the semester in which the student plans to take the course. The following conditions apply:

- The student must have a cumulative GPA of 2.00
- A student will not be allowed to take a directed study course to repeat a course in which a grade of “D” or “F” was previously earned.

Name Student ID

Phone Campus Box Email

Course name/number Semester, year

Instructor

Rationale for Directed Study (*to be completed by student*):

To be completed by instructor (may attach course syllabus):
Assignments, texts, meeting schedule:

Method(s) of evaluation:

Signatures:

Student Date

Instructor Date

Department Chair Date

Dean Date

VPAA Date

The student *will not be registered* for the above course until this completed form is received by the Office of the Registrar.