Directed Study Application

Submission deadline is the end of the Drop/Add period

Notes: Minimum requirements: Junior Standing, 3.0 Cumulative GPA for undergraduate students/3.5 Cumulative GPA for graduate students. Students may not request a directed study on a subject that is addressed in regularly taught courses.

Name: ___________________________________________ ID #: ____________

Major(s) or Program: ____________________________ GPA: __________

Credit for this Project: _____ Semester: ________ Undergraduate ☐ Graduate ☐

Total credits carried for the semester excluding this project: __________

Total credits already earned in Directed Studies: ______________

A maximum of 8 CR for Directed Studies can be applied towards graduation

Department: __________________________________________ [course #3900 undergrad / #5900 grad]

Title: __________________________________________

Title can be a maximum of 50 characters, including spaces. Note that this is the title that will appear on your official transcript.

Will the proposed project replace a degree requirement?  NO ☐ YES ☐

If YES, Course Code and Title:

If YES, Rationale on why a directed study is required instead of a regularly taught course:

_________________________________________________________________________________

_________________________________________________________________________________

Project Description

Please provide a one-sentence description of your topic as well as 2-3 questions you intend to answer through your research:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Undergraduates: Please attach a brief description of your proposed project, including a working bibliography, texts, research, study trips and other resources to be used.

Graduates: Please attach a 250-word abstract of your project and paper, as well as a working bibliography (please list 20-30 sources). You should also include a list of sources upon which you will follow-up - providing a general indication of other sources to consult (i.e., “French newspapers”, “Congressional Legislation”, etc).

Project Learning Outcomes

Please work with your project sponsor to outline expected learning outcomes

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Student’s signature: ___________________________ Date: ________________________
Academic Requirements and Project Evaluation

Note: the traditional outcome of a directed study is a series of required readings and a research paper on the subject in question. A minimum of 10 written pages per credit is required for undergraduates and 15 pages per credit for graduate students. The equivalent work per credit is required for projects whose direct outcome is not one written paper. A student is also required to meet with his or her project sponsor regularly throughout the semester in question.

Please indicate the expected outcome of the directed study. Research paper, creative project, etc.
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Project Sponsor: Please indicate your method for evaluation and grading criteria of the project and any other comments. Please note the rationale for the project and why the learning outcomes cannot be achieved through a standard course. Be certain to note the frequency you expect to meet with the student.
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Project Sponsor's Name: ___________________________ Signature: ___________________________

Advisor Approval

Approved □   Not Approved □

Advisor's Name: ___________________________ Signature: ___________________________

Comment(s):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Department Chair/Graduate Program Director Approval

Approved □   Not Approved □

Chair/Program Director Name: ___________________________ Signature: ___________________________

Comment(s):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Please bring your completed application to the Registrar’s Office for the final approval from Academic Affairs

Academic Affairs Approval

Approved □   Not Approved □

Academic Affairs Name: ___________________________ Signature: ___________________________

Comment(s):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________