



## PROCEDURES FOR DIRECTED/INDEPENDENT STUDY

1. Student must indicate an academic need to pursue the Directed/Independent Study. For example: Course will not be offered in the student's final year of attendance.
2. Student must obtain an application for the Directed/Independent Study and take the application and copy of their current academic checksheet to the respective academic department head for discussion and completion purposes.
3. Detailed justification must be completed on the allocation. If the student is applying for an Independent Study, (not required for Directed Study) a proposal must be attached that includes the following: (1) Objectives/Outcomes (2) Calendar of Course Activities (3) Methodology and (4) Assessment
4. If the department head feels the justification warrants approval, the department head will pursue finding a faculty member to conduct the directed/independent study.
5. If the faculty member agrees to conduct the direct/independent study, the department head will complete approval process part of the application and forward the application to the respective school dean.
6. Planning for a Directed/Independent study should be done before classes begin. Providing approval takes place prior to beginning of classes, the school dean will forward the application to the Registrar's Office for registration purposes
7. A copy of the approved application will be forwarded to the respective department head and school dean for payroll purposes once the drop/add period expires for the given semester.