

# Directed Study Cover Sheet

THIS FORM IS TO BE USED FOR UNDERGRADUATE AND GRADUATE STUDY PROPOSALS.

**Directed Studies** are learning activities involving student autonomy within the context of regular guidance and direction from a faculty advisor. They are appropriate for students who wish to explore a subject beyond what is possible in existing courses or for students who wish to engage in a subject or activity not otherwise offered by the College. **Directed Studies** cannot be substituted for any existing course whether it is running or not, including canceled courses. **Directed Studies** involve close collaboration with a faculty advisor who assists in development and design of the study, oversees the student's progress on a regular basis, evaluates the final results, and submits a grade.

Date \_\_\_\_\_

Name \_\_\_\_\_ Oasis ID # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Faculty Advisor \_\_\_\_\_ Faculty ID \_\_\_\_\_

Course # \_\_\_\_\_ Term/Year \_\_\_\_\_ Proposed Credits \_\_\_\_\_ Total Semester Credits \_\_\_\_\_

Student, leave course number blank for department assistant to assign. Each 1 credit represents 3 hours of work, per week, or 45 hours of course work per semester per credit. Undergraduate students with more than 16 credits hours a semester may incur additional tuition fees. Student must initial by hand to approve more than 16 credit hours for the semester.



\_\_\_\_\_ student initials

Approval from the College Advising Center is needed for more than 18 undergraduate credit hours/semester. Departmental permission is needed for more than 12 graduate credit hours/semester. Please obtain the signature of a College Advisor (UND) or the Department Chair (GRAD) in the Credit Overload area below.

Title of Directed Study \_\_\_\_\_ (only 31 characters will appear on your transcript)

Description of Study (write a brief two- or three-sentence summary of the directed study.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Print out this cover sheet to sign** and provide a typed, written proposal for the Directed Study that addresses the following:

1. **Learning objectives:** What will you have learned as a result of the project? How should your project be evaluated? What is the grading criteria?
2. **Activities and processes in which you will engage,** including a detailed list of meeting times with subject matter to be studied during each session. This should include a regular schedule of meetings, as well as activities and assignments, and methods of evaluation.
3. **Final product(s)** such as a final paper, a business plan, an artwork, a composition or performance, that will result, described in appropriate detail.
4. Any material, equipment, or other resources you will require.
5. Any other specifications or criteria set by your faculty advisor for completion of the project.

**– STUDENT SIGNATURE MUST BE HANDWRITTEN -- DEPARTMENT APPROVALS MAY BE A CERTIFIED DIGITAL SIGNATURE –**

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Additional Approval (per department): \_\_\_\_\_ Credit Overload Approval: \_\_\_\_\_

**FPA, LAS, and SMA Department Assistants,** create copies of the signed cover sheet and proposal for student and department files. Forward an **electronic** copy of the final **signed** document to the Office of the Dean for final approval.

18+ cr/semester - undergrad - College Advisor approval  
12+ cr/semester - graduate - Department Chair approval

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Course information with assigned credits will appear in student's online academic records after receiving all approvals, including the Dean's approval, and entry by the Office of the Registrar.

**DIRECTED**

**Columbia**  
COLLEGE CHICAGO

**STUDY**