

# Directed Study Cover Sheet

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

**Directed Studies** are faculty-guided learning activities involving ongoing and regular interaction between student and instructor and requiring more independent student work than what is expected in a traditional course. 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. Because of their individualized nature, Directed Studies are generally not equivalent to traditional courses and should not be substituted for any existing course whether it is running or not, including canceled courses, with rare exceptions for transfer students and students completing curricula that are no longer active. Directed Studies involve close collaboration and ongoing interaction with a faculty advisor who approves development and design of the syllabus, oversees the student's progress on a regular and clearly defined schedule, evaluates the final artifacts, and awards a grade. One credit of Directed Study represents approximately 45 hours of student work.

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**