

**PETITION AND AUTHORIZATION FOR GRADUATE DIRECTED STUDY**

This form must be completed under the direction of and with the approval of the full-time faculty member supervising the directed study and the Chairperson of the department. The original copy must be submitted to the Office of Student Services in the School of Business Administration (200 Prentis) for final authorization. The original copy will be filed in the student's folder and a copy will be provided for the student. An override to register for the directed study will be processed when all procedures are completed. For information and future instructions, please see the reverse side.

**STUDENT IDENTIFICATION:**

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**STUDENT'S PETITION:**

**Date:** \_\_\_\_\_

\_\_\_\_\_ requests permission to register in \_\_\_\_\_ 7995  
Student's Name (print) Department

for \_\_ hours of credit to be earned through directed study for the semester ending \_\_\_\_\_.

The study will be completed by \_\_\_\_\_.  
Date

**DESCRIPTION OF STUDY:** Discuss with directed study instructor before defining nature, scope and significance.

**DEPARTMENT APPROVAL:**

I, \_\_\_\_\_, approve the above directed study and can give the necessary time to supervise the work of this student.

Instructor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REGISTRATION APPROVAL:**

The above override to register was authorized by \_\_\_\_\_  
Assistant Dean of Student Affairs Date

## **INTERPRETATION TO STUDENT AND FACULTY MEMBER**

This report serves two purposes. First, it serves in lieu of a course description for courses which do not carry descriptions. It is required under the principle that the University must keep a record of the work of each student in each course in graduate programs. Second, it affords a means whereby each student will receive appropriate permission for and assistance in planning his/her study.

A directed study is generally authorized only for the advanced student who has an important area of knowledge and/or work that should be included in his/her graduate program. The faculty member should authorize a directed study only if he/she can give the student the individual time and assistance necessary to carry it to completion.

## **POLICIES AND CRITERIA FOR DIRECTED STUDY**

- The study must be in or related to the student's major field, and be a significant body of knowledge and/or work relevant to his/her degree program, purposes and objectives.
- The study must be at an advanced academic or professional level. It cannot duplicate work in any course previously taken or that will be available while the student is earning his/her degree.

## **PROCEDURE**

1. Before the student can be registered s/he must confer with his/her directed study faculty member. The proposed study must be carefully planned, the availability of necessary materials should be verified and the procedure for certifying credit, i.e., special examination or report should be agreed upon.
2. Hours of credit should be estimated conservatively before the student registers. The appropriate amount of credit cannot always be determined in advanced, but in no case should an hour of credit be certified for less than an anticipated 30 to 40 clock hours of effective and intensive work.