



## Directed Study Request

- A Directed Study is designed for the student who wishes to research and study a topic not covered in course offerings or who wishes to explore a topic in greater depth.
- The request for the study is initiated by the student. The faculty member's role is to aid the student in defining the topic, suggesting resource material and evaluating the student's achievement. Regular meetings between the student and instructor are to be scheduled from the outset of the study.
- Respective academic departments define how many hours of a directed study may be counted in the major and will approve the topic and the content.
- The instructor and Dean ensure the scope of the work is sufficient for the level and number of credits proposed.
- A Directed Study may carry a letter grade or be taken pass/fail; determination must be made upon signing of the request.
- A Directed Study is open to a student after successful completion of the freshman year; in the case of transfer students, after the successful completion of at least one semester at Saint Martin's University.
- A student must have a cumulative grade point average of 2.5.
- A student may enroll in no more than one Directed Study in any one semester.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Class: Freshman      Sophomore      Junior      Senior

Major: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Course ID	COURSE TITLE	CREDITS	INSTRUCTOR
_____	_____	_____	_____

SEMESTER & YEAR TO BE TAKEN: \_\_\_\_\_ GRADE OPTION:  Letter Grade  Pass/Fail

SIGNATURES: (must be obtained in order)

1. INSTRUCTOR: \_\_\_\_\_  Approved  Denied  
Date

*A copy of an OUTLINE FOR PROPOSED DIRECTED STUDY must be filled out and attached before obtaining the remaining signatures and registering for the study.*

2. ADVISOR: \_\_\_\_\_  Approved  Denied  
Date

3. DEPARTMENT CHAIR: \_\_\_\_\_  Approved  Denied  
Date

4. DEAN OF COLLEGE/SCHOOL (of course in question): \_\_\_\_\_  Approved  Denied

\_\_\_\_\_  
 Printed name of Dean

\_\_\_\_\_  
 Signature of Dean Date

*By signing below, I agree to the terms of this directed study and understand that this course must be completed within the semester for which I have registered.*

STUDENT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_