

# 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 \_\_\_\_\_ 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): \_\_\_\_\_

**Group Directed Study?** (Include last names of other students here. DO NOT INCLUDE ID #s here. All proposals should be identical and submitted simultaneously.):

Check if  
YES

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

- Learning objectives:** What will you have learned as a result of the project? How should your project be evaluated? What is the grading criteria?
- 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.
- Final product(s)** such as a final paper, a business plan, an artwork, a composition or performance, that will result, described in appropriate detail.
- Any material, equipment, or other resources you will require.
- 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**