

# Directed Study Approval Form

*Procedure: Work with the instructor to complete this form. After the completed form has been signed by the student and the instructor, and, if necessary, has discipline approval, submit the form to the appropriate Division Office. Once the form has Division approval, the student will be contacted to pick up the form and submit it to the Office of the Registrar.*

## FORM MUST BE TYPED

<b>ID#:</b>
<b>Name:</b>
<b>UMM PO #:</b>
<b>Phone #:</b>
<b>E-mail:</b>

<b>Term and Year of Registration:</b>
<b>Duration of Project (Mo/Yr to Mo/Yr):</b>
<b>Discipline:</b>
<b>Course #:</b>
<b>Grading (A-F or S/N):</b>
<b>Credits (1-5):</b>

The term "directed study" refers to those on- or off-campus learning experiences individually arranged between a student and a faculty member for academic credit in areas not covered in the regular curriculum. Typically, directed studies include advanced courses in a particular topic or introductory courses outside our regular offerings for which an instructor has expertise.

**Exact Descriptive Title** (will appear on transcript, limited to 100 characters):

**1. Why do you want to do this directed study?**

**2. What do you hope to learn through this directed study? List the course objectives and learning outcomes:**

**3. Directed studies require additional investment of faculty and campus resources. Explain your *need* for this course in relation to the investment it will require, as opposed to, for instance, exploring this topic within a regularly offered course:**

4. What are the tasks and timelines for work, for the student and the instructor? These may include the schedule of readings, the topics of discussion, the schedule of activities and meetings, and a course outline or rough syllabus (which can be attached).

5. Explain the relationship between the workload and the number of credits:

NOTE: The U Policy on Expected Student Academic Work per Credit provides both guidelines and information on exceptions (<http://www.policy.umn.edu/Policies/Education/Education/STUDENTWORK.html>), with a base of “three hours of academic work per week (including lectures, laboratories, recitations, discussion groups, field work, study, and so on), averaged over the semester, in order to complete the work of the course to achieve an average grade.” The same policy states, “All proposals for undergraduate courses must include a student workload statement demonstrating how the course conforms to the student workload expectations” articulated in the preceding sections of the policy.

6. What work will be evaluated as a basis for grading this course?

Please check one of the following statements:

I am **not** requesting a general education designator for this Directed Study (i.e. ArtP, M/SR). *You will not be allowed to request a gen ed designator after registering for the directed study.*

I am requesting a general education designator for this Directed Study and have attached a ‘Request for Directed Study General Education Designation’

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPROVAL:**

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Name (Print) \_\_\_\_\_

Discipline Appr (if required) \_\_\_\_\_

Division Chair or  
VCAA & Dean Signature \_\_\_\_\_

Date \_\_\_\_\_