

DIRECTED STUDY REQUEST

INSTRUCTIONS:

1. **ATTACH** a mutually accepted Directed Study proposal developed by the student and the professor of record that addresses as completely as possible each criterion listed below.
 - I. Explain why the directed study is being proposed.
 - II. Describe in detail:
 - Learning outcomes and general goals
 - Specific objectives, topics, or concepts to be addressed under each goal
 - Final product(s) of the directed study
 - General goals of the directed study
 - III. How will the final product(s) be evaluated and how will the final grade be determined (all directed studies are graded A-F). Will you use an A, B, C, F or A, A-, B+, B, B-, C, F grading scale? What percent of the grade is associated with each requirement? Provide a numeric or non-numeric description of your assessment criteria for the final grade.
 - IV. When appropriate, **include a preliminary reading list and/or bibliography** or specify sources from which information will be drawn for this the directed study. If not needed please give an explanation as to why it's not.
2. **Complete Form**
3. **Obtain Signatures**
4. **SUBMIT FORM TO GRADUATE COLLEGE** (2 weeks before the semester begins)
(Graduate College sends form to Registrar. Registrar's Office enrolls student in Directed Study.)

NAME: _____ DATE SUBMITTED: _____

ADDRESS: _____ STUDENT ID NUMBER: _____

_____ RADFORD E-MAIL: _____

MAJOR: Choose an item. _____ ADVISOR: _____

COURSE PREFIX AND NUMBER (e.g., EDUC 698): _____

NO. OF CREDIT HOURS FOR THIS DIRECTED STUDY: _____

SEMESTER AND YEAR: _____ PROFESSOR OF RECORD: _____

TITLE OF DIRECTED STUDY: _____

The policies of the Graduate College specify that a directed study cannot be used to replace a required course in a graduate program.

Student's Signature Date

Professor Supervising Directed Study Date

Major Advisor Date

Department Chairperson Date

Graduate Dean Date

For Graduate College use only
TB

(rev 01/19) Approve Disapprove