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-, 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
   (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: Use arrow to choose degree 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
Eligible Not Eligible

(rev 08/20)