

MESSIAH COLLEGE

Application for Directed Study – Graduate Programs

A course described within the College Catalog taught outside of a regularly scheduled course.

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| <i>For Office Use Only:</i> | |
| Registrar Approval _____ | |
| Date Registered _____ | |
| CRN _____ | Faculty Load _____ |

To be completed by the student and sponsoring faculty member:

| | | | |
|--------------------|-----------------|---------------------|-------------|
| Student Name _____ | ID Number _____ | Program/Track _____ | Email _____ |
|--------------------|-----------------|---------------------|-------------|

| | | |
|---------------------------------------|---|-------------------|
| Course details: Prefix & number _____ | Course title as it appears in the Catalog _____ | Credit Hrs. _____ |
|---------------------------------------|---|-------------------|

SEMESTER/TERM/DATE TO BE COMPLETED: Put an X in the appropriate box.

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|----------|------------|-----------|-------------------|------------|--------------|-------------|------------|--------------|----------------------------------|-----------------------|
| | | | | | | | | | | |
| All Fall | Early Fall | Late Fall | January Intensive | All Spring | Early Spring | Late Spring | All Summer | Early Summer | Summer Intensive (Include Dates) | Other (Include Dates) |

| | | |
|-------------------------------|-----------------------------|--------------------|
| Sponsoring Faculty Name _____ | Program Director Name _____ | Advisor Name _____ |
|-------------------------------|-----------------------------|--------------------|

| | | |
|------------|------------|------------|
| Date _____ | Date _____ | Date _____ |
|------------|------------|------------|

Before signing, read the second page of the form for information pertaining to faculty remuneration. The sponsoring faculty member must attach a copy of the course syllabus containing the course objectives, content, assignments, evaluation criteria and due dates.

To be completed by the Director whose program houses the course:

- This course is **necessary (funded)** for the student’s program/track. (Listed on the advising sheet)
The student requires this directed study because (check all that apply):
 - The course is offered at a time that conflicts with another requirement in the program/track.
 - The course is not offered again prior to the student’s graduation
 In addition to any check boxes in this section please explain the rationale for this necessary course:

- This course is **enrichment (not funded)** and not necessary as defined above.
- I have read and approve that the attached syllabus is consistent (objectives, content, assignments, etc.) with the course as it is traditionally delivered.

Directed study is available to graduate students who need to complete a catalogued course at a time other than when it is offered. Each study must be done under the supervision of a qualified faculty member who will communicate regularly with the student during the study. Directed studies will only be approved for situations that present extenuating circumstances. Students are expected to make every effort to enroll in required courses at their regularly scheduled times.

To be completed by the Associate Provost for Graduate and Nontraditional Programs:

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|------------------------------|------------|
| | |
| Signature for Approval _____ | Date _____ |

Guidelines for Students:

- A student may not take more than 6 credits of directed study from one faculty member.
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Guidelines for Faculty:

- A faculty member may direct a total of two independent and directed studies during a given semester and three during a given summer.
- Directed studies are compensated only if they are “necessary.” **Directed studies are necessary if and only if a student needs specific course credits for graduation that can only be met through a directed study.**
- The Program Director determines whether such a study is necessary and will indicate such on the application form.
- Instructors who agree to teach a directed study must submit the course syllabus that demonstrates the same learning objectives and rigor as when the course is traditionally offered. The syllabus must:
 - Include course objectives, activities, assignments, and methods of evaluation.
 - Demonstrate that the course work is commensurate with the credit hours. A credit hour is defined as a unit of academic work consisting of a minimum of 14 contact hours of classroom instruction, or its equivalent, over the period of the learning session. In addition, the student is expected to invest two to three hours for each contact hour of instruction. A studio credit hour will consist of a minimum of 24 contact hours of classroom instruction, or its equivalent, over the period of the learning session.
- Adjunct faculty are generally not permitted to lead directed studies. However, in some circumstances there may be a program need for this to occur. All such instances must be approved by the appropriate Program Director.