

Directed Study Policy Statement Bethel University

1. A student may engage in a Directed Study under the following regulations:
 - a. The proposed study must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within an existing course. The amount and distribution of work should be similar to that of a regularly offered course of comparable credit.
 - b. It may be used only for advanced course credit (482) in a student's major or minor field.
 - c. The student must be a junior or above and have demonstrated in departmental coursework that he or she has the capability and background to study independently. The academic advisor's signature certifies this ability.
 - d. The student must have a cumulative GPA of 3.25 or higher.
 - e. A student may take only one Directed Study per term and no more than a total of two courses toward graduation. A faculty supervisor may direct no more than two Directed Studies per term.
2. The procedures to be followed in obtaining approval of a Directed Study proposal are:
 - a. The student obtains application form and instructions from the Registrar's Office.
 - b. The student meets with the faculty member who will supervise the study, and they jointly prepare an agreement, listing the objectives of the study, its relationship to the student's overall program, the *specific content and procedures* of the study, the definition of student and faculty roles, and the product or response to be made by the student on which his or her learning will be evaluated. The number and frequency of regular contacts between the student and supervisor will be indicated. Students doing research off-campus will contact their supervisor by phone at regular intervals, at student expense.
 - c. This agreement is then approved by the student's academic advisor, if different from the supervisor of the study.
 - d. The agreement must also be approved by the chairperson of the department offering the study. The student then submits the completed and signed application to the Office of the Registrar no later than one week before the beginning of the term in which it is to take place, with the exception of international directed studies.
 - e. If the directed study is at an international site, the student must complete required activities in the Office of Off Campus Programs/International Studies office and obtain approval from the Associate Dean of Off Campus Programs. The Associate Dean of Off Campus Programs's signature on the directed study form indicates approval.
 - f. The approval of the Registrar validates the agreement.
 - g. Should the student wish to appeal a rejection by the Registrar, the proposed agreement will be reviewed by the appropriate Divisional Affairs Committee (DAC).
3. Upon fulfilling the agreement, the student receives credit on the transcript from the course as titled. A copy of the agreement will be placed in his or her permanent file. Directed Studies are graded on an A/F basis, not S/U.

Directed Study Agreement

Bethel University

❖ ❖ ALL REQUESTED INFORMATION *MUST* BE COMPLETED BEFORE THIS FORM WILL BE PROCESSED. ❖ ❖
(Please submit completed and signed form to the Office of the Registrar)

Student's Name _____	Campus Box _____	
ID # _____	<input type="checkbox"/> Junior <input type="checkbox"/> Senior	Date _____
1. Cum GPA _____	2. Term study is to be done: <input type="checkbox"/> Fall <input type="checkbox"/> Int <input type="checkbox"/> Sp <input type="checkbox"/> Sum	3. Credit Hours _____
4. Major(s) _____	5. Minor(s) _____	
6. Subject Prefix for Directed Study (ex: BIB) _____		
7. Title of Directed Study _____		
8. Student's Signature _____		Date _____
<i>This Directed Study has been approved by:</i>		
9. Faculty Supervisor of Study (print name) _____		Date _____
Signature: _____		
10. Student's Academic Advisor _____		Date _____
11. Department Chairperson _____		Date _____
12. Associate Dean for Off-Campus Programs _____		Date _____
(for international directed studies only)		

Instructions

1. Complete this form and secure signatures of approval from Faculty Supervisor, Academic Advisor, and Department Chairperson.
2. Upon approval, you will be automatically registered for this course for the term indicated, and a confirmation of your registration will be sent to your Campus Box. Distribution of the forms by the Registrar is as follows:
 1. Student file in Registrar's Office
 2. Student
 3. Faculty Supervisor
3. If this Directed Study increases your course load beyond 18 hours, overload tuition will be charged. See Finances section of the Catalog.

<i>Official Use Only</i>		
Registrar Signature _____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Term _____	Course Number _____	Section Number _____

Curriculum requirement to be met by Directed Study:

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