DIRECTED STUDY PROPOSAL

Please fill out this petition completely, including the signatures requested, and return to the Enrollment Center.

Part A: To be filled out by the student
1. Directed study dates:
   □ Fall □ Spring ___________ Beginning: ___________/____________ Ending: ___________/____________
2. Directed Study Instructor:____________________________________________ Dept: _____________________
3. Description of proposed course and why a scheduled course is not being taken: ____________________________________________
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
4. Describe your daily schedule and how often you will meet with your instructor:
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
   _________________________________________________________________________________________________
5. How will you fulfill the DC group program requirement? ____________________________________________

Part B: To be filled out by the instructor
Instructor Please NOTE: Directed study teachers are required to meet with the student AT LEAST THREE TIMES PER WEEK FOR AN HOUR EACH TIME to assess progress, give feedback and the directed study must include suitable SCI content. If a faculty member cannot meet these requirements, ASC will deny the request.

1. Short Title of Directed Study: _______________________________________
2. How will SCI be incorporated into the course? ___________________________
   _________________________________________________________________________________________________
3. How will you evaluate the student’s progress, and his or her success in meeting the course’s objectives?
   _________________________________________________________________________________________________
4. Having considered the benefits of this Directed Study in the light of my own commitments and the student’s degree program, I agree to guide this Directed Study.
   Instructor’s Signature_________________________________________ Date:________________________
   Department Head’s Signature___________________________________ Date:________________________
   Academic Advisor’s Signature______________________________ Date:________________________
   Academic Standards Committee ___________________________ Date:________________________

Part C: To be filled out by the Registrar

Student Life clearance? □ Yes □ No Academic Warning Status? □ Yes □ No

Course ID#:_________________________ Instructor:_________________________ Units:_________________________

Dates: □ Fall □ Spring ___________ Beginning:_________________________ Ending:________________________
The following guidelines are to help you decide whether a specific course qualifies for a directed study. Occasionally, special circumstances require an exception to the general policy. If you feel a course is academically necessary but doesn’t meet the policies below, the directed study may still be requested by completing the form on the reverse side and submitting it to the Enrollment Center. The Academic Standards Committee (ASC) will determine whether an exception applies.

**Policies for Requesting a Directed Study**

- A course that is not a graduation requirement cannot be requested for a directed study.

- Students cannot take a directed study if the desired course is available at another time in the year unless it is their final year at MUM and two required courses occur at the same time.

- Students should have a strong academic reason for taking up a faculty member’s valuable time to teach a directed study.

- Directed studies are not independent studies. Directed study teachers are required to meet with the student AT LEAST THREE TIMES PER WEEK FOR AN HOUR EACH TIME to review progress and provide feedback.

- Faculty teaching a day program course cannot also teach a directed study course at the same time.

- Faculty who are asked to teach a course NOT in their regular discipline must have competency to teach the course and must secure prior approval from the head of the department that normally offers the course.

- Students who skip a required course to take a non-required course are ineligible to take the required course as a directed study.

- Students may take up to a total of 16 units of directed studies and internships, but not more than 8 units of directed studies.

- Students on Academic Warning or Probation status are ineligible for directed studies or internships. (Please refer to MUM Course Catalog’s “Monitoring Student Progress” section for more details on Academic Warning status.)