



College Registrar's Office

DIRECTED STUDY GUIDELINES

Description

Guided study in which students design and carry out research or a project of their own choosing. Requirements are set in accordance with the nature of the research or project. Enrollment follows approval by a faculty supervisor, the Dean of the College, and the Registrar.

Objectives

- a) Research--That the student complete an investigation of a subject either missing from the curriculum or not covered thoroughly in it. That the student exercise and improve research skills, especially in the selection and evaluation of library materials.
- b) Project--That the student complete a post-secondary project which cannot be comprised in any of the courses in the curriculum. That the student develop definable and measurable skills in the area and methodology of the project.
- c) Replacement for a course not offered in the semester—That the student complete requirements which are equivalent to those in the regularly-offered course.

Prerequisites

Students are required to have a cumulative g.p.a. of 2.3 (C+) or higher, and cannot be on Academic Probation.

Registration

1. Student decides on a topic and finds a faculty member willing to act as supervisor. NOTE: the supervisor must have adequate training and knowledge in the subject area. Students should consult their advisor or the P.C. Dean's office if they do not know which faculty members meet this qualification. Faculty members may decline to supervise more than one D.S. in a semester.
2. Supervisor and student agree on specific requirements, including components of final grade.
3. Student obtains application from the Registrar's Office and has it filled in.
4. Student or supervisor returns application to Registrar's Office for processing.
5. The Registrar's Office sends copies to student and supervisor. The original is kept on file.
6. The tuition charge is at the regular rate **plus an additional charge equal to one-half of one credit**. This pays for individual course design and supervision by the instructor.

Credit

Two or three credits may be earned.

Completion

1. The student meets with the supervisor at agreed-upon intervals.
2. Due dates for requirements are to be within the semester of enrollment (in Springs, no later than June 30).
3. Standard policies for Late Work and Extensions apply.
4. If a student fails a D.S., the policy on Repeating Courses will apply.

Grade

Requirements and evaluation for the final grade will be as rigorous as those for comparable courses in the standard curriculum.

Guidelines:

Research. This may be either original research or library research. In both cases:

- a) It must make use of all relevant materials the student has access to;
- b) It must conform to recognized post-secondary standards and procedures for the kind of research conducted;
- c) The results must be presented in a format which is appropriate to the kind of research and the topic chosen; usually, a written report will be required.

Project. Since this comprises such a wide variety of academic endeavours, it is more difficult to formulate guidelines. However, the following are applicable to all projects:

- a) The topic and requirements should be scrutinized carefully to ensure that they are at the post-secondary level.
- b) The requirements should call for the development of specific skills appropriate for a college student.
- c) The final grade should include objectively measurable components.
- d) An appropriate degree of academic rigour is expected in evaluations.



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APPLICATION FOR DIRECTED STUDY

| | | |
|--------------------------------------|---|---|
| Student's Name | → | |
| Date | → | |
| Subject area | → | CM HF IS MU NT OL OT PA SC SS ST TH YO |
| Level | → | 290 391 490 ____ |
| Credit hours | → | 2 3 |
| Semester & year | → | |
| Type | → | Research Project Course replacement |
| Supervisor's signature | → | |
| Student Financial Services signature | → | |
| Lead Dean's signature | → | |
| Registrar's Office initials & date | → | |

Attach a typed description (30 – 50 words), objectives, and list of requirements in the following format: description, due date, percentage of final grade. (If the D.S. is the same as a regular course offered in another semester, attach copy of syllabus, write course id and title here:

_____)

| | | |
|--|--|---|
| OFFICE PROCESSING | | |
| <input type="checkbox"/> Cum. g.p.a. 2.3 or higher | <input type="checkbox"/> SIS: Course ID _____ | <input type="checkbox"/> Add to task list for supervisor payment. |
| <input type="checkbox"/> Not on A.P. | <input type="checkbox"/> SIS: Create class in correct AY; add teacher. | Completed form to student's file |
| <input type="checkbox"/> Cc. to student, supervisors | <input type="checkbox"/> SIS: Enroll student in class. | |
| <input type="checkbox"/> Charge additional fee = ½ cr. | <input type="checkbox"/> SIS: Add charges to student account. | |