



PRAIRIE COLLEGE

Registrar's Office

DIRECTED STUDY GUIDELINES

Description

Directed Studies at Prairie are guided studies in which a student or a small group of students works directly with an instructor.

There are four kinds of Directed Studies.

- Course replacement—you need to take a course when it is not offered in the classroom.
- Low enrolment—a course is cancelled because enrolment is too low.
- Preparation for paper—You need to do research for the major paper on the BTH or BAM/HU.
- Special topic—you wish to investigate a topic not covered in depth by any PC course.
- 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.

Standards

Directed Studies meet the same post-secondary and Prairie College standards as regular Prairie courses. If a student fails a D.S., the policy on Repeating Courses will apply. Those in the 'Course replacement' and 'Low enrolment' categories have requirements which are equivalent to those in the regularly-offered course. You cannot do a Directed Study for these courses if PC offers the course or a substitute online.

Charges

All Directed Studies are charged tuition at the regular rate. Many impose **an additional charge equal to one-half of one credit**. This pays for individual course design and supervision by the instructor.

Credit

Directed Studies are for three credits. The Dean and Registrar may authorize a different number of credits in exceptional cases.

Approvals

Directed Studies must be approved in advance by the Dean.



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APPLICATION FOR DIRECTED STUDY

Student's name and date	
Subject area	AS BT BU CF CM DM HF IS MU NT OLOT PA PE SC SJ SP SS ST TH WA YO
Level	290 391 490 ____
Credit hours	3
Semester & year	Spring Summer Fall Winter 20____
Type	Course replacement Low enrolment Paper preparation Special topic
Registrar's & Dean's initials	
Leave this form with the Registrar.	It will be returned to you when the Dean approves it.
Supervisor's name & signature	
Student Financial Services signature & date	

Take completed form to Registrar's office.

- Attach
 - description (30 – 50 words)
 - list of objectives
 - list of requirements (description of each, due date, percentage of final grade)
- If the D.S. is in the 'Course replacement' or 'Low enrolment' category,' attach copy of syllabus, write course id and title here: _____

OFFICE PROCESSING	
<input type="checkbox"/> SIS: Course ID _____	<input type="checkbox"/> Charge additional fee = ½ cr
<input type="checkbox"/> SIS: Create class in correct AY; add teacher.	<input type="checkbox"/> Add to task list for supervisor payment.
<input type="checkbox"/> SIS: Enroll student in class.	<input type="checkbox"/> Cc. to student, supervisors
<input type="checkbox"/> SIS: Add charges to student account.	Completed form to student's file