

Day School	Office of University Registrar Foster Admin. Bldg., Rm. 116 Phone: 508.999.8615 Fax: 508.999.8633 You must electronically submit this form at https://www.umassd.edu/ssc/ and select "Submit an Inquiry". You will log a case under the Registrar topic and submit this form as an attachment.	Evening / Summer School		ontinuing Education in. Bldg., Rm. 121 508.999.9202 508.999.8621 online@umassd.edu
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## **DIRECTED STUDY**

Name:		,		,		
First		Middle			Last	
Street		City/Town		State	Zip	Phone
Student ID Numbe	ber Student Ema	il Total C	redits Earned	Year o	f Graduation	Major
COURSE # AND	TITLE OF DIRECTE	D STUDY:				
DEPARTMENT I	IN WHICH CREDIT	WILL BE EARNED:				
SEMESTER/TER	RM FOR PROPOSED	STUDY:				
FACULTY SPON	NSOR (Please Print):					
	Attach a des	cription of the course	of study. See re	everse side	for procedures	
PROPOSED NUN	MBER OF UNDERGR	ADUATE		GRAD	UATE	CREDITS
						_
Applicant's Signa		guidelines (other side				<u>rin.</u> Date:
	ature:					
Approval: 1.						
Approval: 1 Fact	ulty Sponsor		Signature			Date: 
Approval: 1 Facu Approval: 2 Depa	ulty Sponsor	f Student's				Date:
Approval: 1 Fact Approval: 2 Depa Majo Approval: 3	ulty Sponsor artment Chairperson o or or Program Director	f Student's	Signature			Date: Date Date Date
Approval: 1 Fact Approval: 2 Depa Majo Approval: 3	ulty Sponsor artment Chairperson o or or Program Director	f Student's	Signature			Date: 
Approval: 1 Fact Approval: 2 Depa Majo Approval: 3 Dear NOTE: REGI	ulty Sponsor artment Chairperson o or or Program Director	f Student's	Signature Signature Signature	SION OF '		Date: Date Date Date Date Date
Approval: 1 Fact Approval: 2 Depa Majo Approval: 3 Dear NOTE: REGI APPF	ulty Sponsor artment Chairperson o or or Program Director n of Student's College	f Student's AKE PLACE ONLY V	Signature Signature Signature VITH SUBMIS PRIATE OFFIC	SION OF ' E LISTED		Date: Date Date Date Date ETED AND FULLY



## DIRECTED STUDY GUIDELINES AND PROCEDURES

- 1. The following approval signatures must be obtained by the student:
  - a. **Undergraduate students** pursuing Directed Study must obtain the approval of a <u>faculty sponsor</u>, the <u>major department chairperson</u> and the <u>major college dean</u>.
  - b. **Graduate students** pursing Directed Study must obtain the approval of a <u>faculty sponsor</u>, the <u>graduate program director</u> and their <u>college dean</u>.
- 2. Directed Study accomplishes the same course objectives as if the student had taken the course on a regular basis. Directed Study may be available for courses in the University curriculum that are not being given in a particular semester. No proposal is necessary.

The number of the Directed Study courses will reflect the level of the course being replaced. For example, a Directed Study replacing the course HST 223 would be entered as HST 296.

3. Directed Study credits will show the designation of the department in which the study is taken. The title and course number will be displayed on the student's record.