

PRE-QUALIFYING FORM FOR DIRECTED STUDY

STUDENT

ID #

ADVISOR

A Directed Study is an alternative method of learning course material to be used ONLY when a student cannot take the course in the usual manner AS DETERMINED BY THE STUDENT'S SCHOOL DEAN IN CONSULTATION WITH THE STUDENT'S ACADEMIC ADVISOR. The student is required to meet the same learning outcomes as a regularly scheduled course. The following Pre-Qualifying Conditions must be met before a student can apply to his/her school dean for a Directed Study:

1. I certify that the student is within 3 semesters of graduation, has a current cumulative GPA of 3.0 or higher, and that _____ hours of directed study have been taken thus far, including this directed study. REMINDER: No more than 2 courses taken by directed study will be applied toward graduation.

(Registrar's signature)

(Date)

2. I certify that the student is in good financial standing with the College's business office.

(Director of Accounting's signature)

(Date)

3. I certify that the student has a valid need to take the course by Directed Study as explained below:

(Academic Advisor's signature)

(Date)

A Directed Study is available only in a student's major field of study, not in the General Education Core. Please mark the appropriate reason(s) for the Directed Study.

- Course not offered again before scheduled graduation
 - Course substitution not appropriate
 - Other _____
-
-
-

4. I certify that funds are available to compensate the supervising faculty member.

(School Dean's signature)

(Date)

All signatures must be obtained prior to academic advising week. When all signatures are complete, the student leaves this form with his/her school dean. The student must schedule an appointment with his/her school dean to apply for the Directed Study.

After the school dean has appointed a supervising faculty member, the student must schedule an appointment with the supervising faculty member during academic advising week to plan the directed study.



APPLICATION FOR DIRECTED STUDY

It is the student's responsibility to complete this form, acquire all signatures and submit to the Registrar's Office by the drop/add deadline.

_____ Full Session
_____ 1st Session
_____ 2nd Session

MAIN CAMPUS
 NORTH FULTON

TERM

STUDENT NAME _____ ID NUMBER _____

Number of College Hours Completed _____

_____ Course Prefix, Number, and Title to be taken by Directed Study

REASON FOR TAKING DIRECTED STUDY:

Obtain the following signatures authorizing request to take this course by Directed Study.

Student Date School Dean Date

Supervising Faculty Member Date VP Academic Affairs/Dean of the College Date

****Forms MUST have all signatures***

****Forms will NOT be accepted after the drop/add deadline (refer to catalog for dates)***

Please return the completed application to the Office of the Registrar for processing.