

KANSAS WESLEYAN UNIVERSITY

Enrollment and Financial Services, PH285, 100 E. Claflin, Salina, KS 67401
Telephone: (800) 874-1154 or (785) 827-5541, ext. 1260 *FAX:* (785) 404-1485 *E-mail:* finaid@kwu.edu

APPLICATION FOR REGISTRATION IN DIRECTED STUDY

(An additional fee of \$50.00 per credit hour is charged)

Directed Studies may be assigned when extraordinary means must be used to help students address their curriculum requirements. They are not to be used for bypassing fundamental portions of the curriculum, for the convenience of the student, for gaining athletic eligibility, or for completing load requirements. Advisors may recommend substitute course requirements for required departmental curriculum in lieu of directed studies where appropriate.

Requirements:

1. Directed studies will be approved only in rare instances by the Academic Dean when no other feasible alternative exists. The student must have Junior or Senior standing. Only one directed study may be taken in a given term.
2. The student must have demonstrated curriculum deficiency and/or insurmountable scheduling difficulty in a required area of study.
3. A syllabus for the directed study must be attached including a list of requirements. A copy must also be presented to the student.
4. The directed study must be offered in an academic year wherein the course is not otherwise offered. All other avenues including recommended substitute courses must be explored prior to application for directed study.
5. Directed studies may not impact faculty teaching load beyond a limit of three directed studies in a given term and must be supervised by full-time faculty, by other faculty with at least one-half teaching assignments, or by teaching administrators.
6. Application for Directed Study must be complete (including signatures and syllabus) and approved before the beginning of final registration for any semester.

Student's Name: _____ **ID/SS#** _____ **Date** _____

Course # and Title (from catalog) _____ **# Credit Hours** _____

Study to be done: Fall ¹ Spring ¹ Summer ¹ **Academic Year** _____

Note: Directed Study must be completed within the normal beginning and ending dates for the semester.

Requested for: Major _____ Minor _____ Liberal Studies ¹ Planned Grad Date _____

Student's reason for request: _____

SIGNATURES

Student: _____ **Date:** _____

(Student should obtain **ALL** the signatures below and submit to the Enrollment Services)

Advisor _____ **Date:** _____

Instructor* _____ **Date:** _____

Division Chairperson _____ **Date:** _____

***Course description and syllabus must be attached.**

Comments: _____

(Office Use Only)

Comments: _____

Registrar _____ **Date** _____

Recommendation:

SUPPORTED ¹ **NOT SUPPORTED** ¹

Final Decision:

APPROVED ¹ **NOT APPROVED** ¹

Vice President/Academic Dean _____ **Date** _____