



### Instructions

Type or print legibly all required information. The student must first complete the student section and give the application to the instructor who has agreed to supervise the student in the directed study. The instructor must complete the faculty section of the application, sign it, and return the completed form to the student. The student must then present the completed application for a signature of approval to the chairperson or coordinator of the department in which the course is to be taken. Once the chair has approved the application, the student must submit the completed application to the Metropolitan College Dean for final approval.

A copy of the approved application will be returned to the student within a week. In the event that the application is not approved, the student will be notified in writing. The student will be registered for the course by the MET Dean's Office.

### These guidelines must be followed when applying for a directed study:

- Students must be matriculating degree candidates to apply for a directed study.
- No more than one directed study may be taken during any semester.
- No more than two directed studies may be accepted toward a student's degree program. If applying for the second directed study, student must submit the first application and completed work with the second application.
- Ordinarily, a student will take a directed study at the junior, senior, or graduate level.
- Credit for directed study will not be given unless an application has been submitted and approved by the end of the add/drop period in the semester in which the study is to be taken.
- Upon completion of the directed study, a copy of the written document or paper resulting from the study should be submitted in electronic format by the sponsoring faculty member to the MET Dean's Office.

### To be completed by the student

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major & Program: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Course Number: \_\_\_\_\_ Credits: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

Previous Directed/Independent Studies: \_\_\_\_\_

*I hereby make application to Metropolitan College for Directed Study and agree to abide by the conditions established by the College:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approvals

Instructor Supervising the Directed Study:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Chair/ Coordinator:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Metropolitan College Academic Dean:

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## To be completed by the student

State clearly in the space below the objective, plan of study, and location of the proposed coursework. Include a bibliography of readings to be completed. Attach additional pages if necessary.

## To be completed by the Faculty supervising the directed study

Please state the procedures to be followed in directing the student, including the frequency and location of the conferences:

The instructor will assign a letter grade. Please state on what work that grade will be based: