



1. POLICY NAME: DIRECTED STUDY

2. POLICY CATEGORY: POLICIES AND PROCEDURES – UNDERGRADUATE STUDENTS

3. POLICY STATEMENT:

Directed study (DS) is a non-classroom learning activity undertaken for credit by one student or a small number of students (not to exceed three) at their request. Extending over a full academic term, DS is guided, supervised, evaluated and graded by a full-time faculty member.

Besides (or as a condition for) approval by the supervising faculty member, minimum CGPA and other academic performance requirements may apply before a student is approved to undertake DS. Approval by the academic unit housing the relevant discipline is also required.

DS covers a significant area of a discipline that is not covered in any of the regular course offerings listed in the *Catalog*. It involves readings, research, applications and other activities to be undertaken independently by the student(s). Typically, prior discussions will have taken place between the student(s) and a faculty member who is expert in the area of interest and is prepared and available to direct the study.

DS is conducted in accordance with a syllabus which specifies a course code reflecting the discipline, number (400 level), objectives, readings, learning outcomes and a weekly schedule of topic coverage, activities, assignments, etc., as well as evaluation and grading. The syllabus must also specify whether DS credits will count towards a major.

Students whose major is offered by the school housing the discipline of the DS, but is different from that discipline, will be awarded professional elective credit, or general elective credit if they have already completed all professional electives in their program. Students completing a major in another school will get general elective credit for the DS.

DS credits may count towards a minor, subject to the conditions and requirements set by the academic unit offering the minor.

A student may take no more than two DS course equivalents for a total number of credits not exceeding six. Academic units may set lower limits on DS.