
Directed Study Policy

Students may engage in directed study under the following regulations:

1. The proposed study must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within an existing course. The amount and distribution of work should be similar to that of a regularly offered course of comparable credit.
2. Students must have demonstrated in program course work that they have the capability and background to study independently. The student must have an overall G.P.A. of 3.00 or higher as a certification of this ability.
3. Students may take only one directed study per term and no more than a total of two directed studies toward graduation. A faculty supervisor may direct no more than two directed studies per term.
4. Upon fulfilling the agreement, the student receives credit on their transcript for the course as titled. A copy of the agreement will be placed in the student's permanent file. Directed study is graded on an *A/F* basis, not *S/U*.

Directions

The procedures to be followed in obtaining approval of a directed study proposal are:

1. The student downloads and copies the *Directed Study Agreement* form.
2. The student meets with the faculty member who will supervise the study. They jointly prepare the agreement form, listing:
 - The objectives of the study
 - Its relationship to the student's overall program
 - The *specific content and procedures* of the study
 - The definition of student and faculty roles
 - The product or response to be made by the student on which his or her learning will be evaluated.
 - The number and frequency of regular contacts between the student and supervisor will be indicated.
Students doing research off campus will contact their supervisor by phone at regular intervals, at student expense.
3. The *Directed Study Agreement* is then submitted to the program director for approval, if different from the supervisor of the study, and to CAPS/GS Academic Services.
4. The student then submits the completed and signed agreement to the Office of the Registrar during the registration dates for the term in which it is to take place.
5. The approval of the registrar validates the agreement.
6. Should the student wish to appeal a rejection by the registrar, the proposed agreement will be reviewed by the CAPS/GS Appeals Committee.

Directed Study Agreement

College of Adult & Professional Studies
Graduate School

- Directions**
1. Complete this form and secure signatures of approval from faculty supervisor, program director, and academic services.
 2. Submit the form to the Office of the Registrar.
 3. If approved, registration for this course will be processed during the registration dates for the term indicated, and a confirmation of registration will be sent to you. Distribution of the forms by the registrar is as follows: a) student file; b) student; c) faculty supervisor.

Student Data

Please print.

Legal Name (last, first, middle) _____ Bethel ID # _____

Street Address _____

City, State, Zip _____

Day Phone (_____) _____ Evening Phone (_____) _____

Cell Phone (_____) _____ Email Address _____

School: College of Adult & Professional Studies Graduate School

Directed Study Data

When will directed study occur? Year _____ Fall Spring Summer

Beginning Date (MDY) ____ / ____ / ____ Ending Date (MDY) ____ / ____ / ____

Title of Directed Study _____

Program _____ Cohort _____

Cumulative G.P.A. _____ Directed Study Credit Hours _____

Student Signature _____ Date _____

(continued)

For Office Use Only

Registrar Signature _____ Date _____ Approved Not Approved

Term _____ Course # _____ Section # _____ Credits _____

**Directed Study
Plan**

Curriculum requirement to be met by directed study _____

Outline of directed study experience, including *specific* procedures and requirements:

Number and frequency of contacts with faculty supervisor:

Specific basis on which supervisor will evaluate student's performance:

Approval This directed study has been approved by:

Faculty Supervisor of Study _____ Date _____
Program Director _____ Date _____
CAPS/GS Academic Services _____ Date _____

Return to: After all necessary signatures have been obtained:

Bethel University—Office of the Registrar
3900 Bethel Drive, St. Paul, MN 55112