



Application for Directed Study

Policy

A directed study is a course taken outside the normal class period. The course is an existing course with an approved syllabus, but which because of exceptional circumstances a student is unable to take as part of a regularly scheduled class. Such exceptional circumstances would include irresolvable schedule conflicts or graduation requirements when a student is close to graduation. A student in a directed study would typically be an undergraduate, but a graduate may also take such a course.

1. The student must register at least six weeks prior to the beginning of the semester or summer session in which he or she wishes to take the directed study. The application requires the approval of the student's advisor, the course instructor, Academic Dean, and the Vice-President for Academics.
2. Only students who are in good standing and who have junior status or higher may apply for a directed study.
3. A directed study is considered part of the student's normal course load.
4. The content and requirements for a directed study are similar to those prescribed for the regular class.
5. A directed study carries the same course number as the regular offering and is subject to the same academic policies as regular courses.
6. The faculty member and the student meet/correspond at least one hour every week to discuss the student's work.

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Name	_____	Year & Semester for Study	_____
Course Name	_____	Course Number	_____
Instructor	_____		

Why do you need a directed study for this course?

MLC has partnered with peer institutions to offer you additional online course options with flexible start dates through Acadeum Course Share. These courses expand upon our existing options, and will have been pre-approved for enrollment by campus administration.

If a course is available through Acadeum, please initial the appropriate line to signify your approval to utilize that option.

	Signature	Acadeum Approval (Initial)	Date
Student's Advisor	_____	_____	_____
Academic Dean	_____	_____	_____
VP for Academics	_____	_____	_____
Student	_____	_____	_____

If Directed Study:

Course Instructor _____

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