

# Application and Guidelines for Undergraduate Students to Register for Directed Studies

## University of Detroit Mercy College of Liberal Arts & Education

### Purpose:

A directed study (DS) is intended to provide a student the opportunity to conduct a depth examination of a topic that is not typically offered in a traditional course. A directed study is not intended to duplicate or act as a substitute for a required course. A DS course should demand a substantial project which is equivalent to an upper division (300-400 level) course in the department. The details of the work must be specified in the DS contract.

Students must APPLY for a DS by speaking to a professor and completing the forms including writing a justification of their interest and preparation. The office will evaluate the application with no guarantee of approval.

### Student Eligibility:

1. Student has taken all regular courses offered that cover relevant background material for the project/topic
2. Student has a minimum of a B (3.0) GPA
3. Student must be in the major or minor in the department hosting the DS.
4. Student has accumulated at least 60 credits toward degree
5. Transfer students must have at least 30 credits at Detroit Mercy before eligible
6. Guest students are not eligible

### Time Obligation:

1. Student should be prepared to spend a minimum of 30 hours for one credit hour registered
2. A 3-credit hour course implies about 9 hours of work per week on the part of the student including time meeting with the instructor.
3. Student must meet with the instructor regularly with no less than one hour every week.

### Limitations:

1. DS may not be for a course offered in the same semester as the DS is requested.
2. Must be approved before the end of add/drop week which is the first week of courses for a full-term course
3. If approved, students may not register themselves for DS courses. DS courses require student, instructor, chairperson, and department approval.
4. Student may take a maximum of 6 credit hours of DS with any one faculty member during their degree program
5. Students are limited to 3 credit hours of DS instruction in any one semester.
6. DS may not be granted when the course is already being offered in the same semester.
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5. Student chooses to lighten workload of a heavy course load

### Faculty Responsibilities

1. Faculty are limited to 2 independent DS per semester (excluding course conversions).
2. Faculty are required to regularly meet with students taking a DS at least 1/2 hour a week.
3. For administratively converted DS sections, faculty are required to meet at the originally scheduled time/day.
4. DS may not be granted when the course is already being offered in the same semester.

# APPLICATION AND AGREEMENT FOR DIRECTED STUDY

## College of Liberal Arts & Education

Student: \_\_\_\_\_ T0# \_\_\_\_\_

Course Number: \_\_\_\_\_ Number of Credit Hrs. \_\_\_\_\_ CRN Number (if existing): \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor T0# \_\_\_\_\_

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