Siena Heights University
Directed Study

A directed study is a course, which is listed in the catalog and is taught:

a. During a semester in which it is not listed in the schedule of classes
or

b. By special arrangement at a time other than when it is listed in the schedule of classes. This will necessitate creating an additional section of the course with a maximum size of one.

Semester and Year for this study ______________________

Student’s Name ______________________________________________ID# _______________

A directed study has the same number and title as the catalog listing.

Dept. _______ Number _______ Semester Hours _____

Title of the Directed Study ________________________________________________________

The student and instructor are expected to meet a minimum of three times for an hour each. The dates will be:

__________________   _________________ __________________

Ordinarily, the faculty member will require the student to complete all course requirements specified in the course syllabus. The instructor is to attach a syllabus for the course and explain appropriate modifications below:

Signatures:
Student_________________________________________ Date____________________

Instructor**________________________________________ Date____________________

(Signature)                                      (Printed)

Division Chair____________________________________ Date____________________

Return to the Registrar’s Office with a Signed Drop/Add form for processing.

** It is the responsibility of the faculty member supervising this directed study to submit a copy of this form to the Dean’s Office at the end of the semester with the grade and date this study was completed. This is to make arrangements for payment, if necessary, for supervising this directed study. The faculty member must also input the grade to the University Web grading module according to set guidelines for the semester.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Date Study Completed</th>
<th>Signature of Faculty Member</th>
<th>Date of Signature</th>
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