

Application for Directed Study or Individualized Instruction

IMPORTANT: Traditional Undergraduate Students will be assessed an additional fee. Please refer to Schedule of Tuition and Fees on the Student Accounts webpage for detailed fee amount.

Complete this form in black ink. Please see policies and procedures on page two.

Student Name _____ Email _____@eastern.edu

ID# _____ Student Classification (Year/Level) _____ GPA _____

Please Check One: **Directed Study** **Individualized Instruction**

Reason for Directed Study/Individualized Instruction: (Consult page two for qualifying conditions).

For Individualized Instruction:
Last Session Course was offered _____ **Next session course will be offered** _____

Course Title & Number _____ #of Credits _____

Semester/Session _____ Format (online, on-ground, hybrid, research) _____

Faculty Member _____ Dept/Program _____

ATTACH COURSE DESCRIPTION: Attach a description of the proposed course, including the research that will be done and the basis for determining level of achievement. **Include a copy of the syllabus** outlining **course, expected learning outcomes, required reading list, method(s) of evaluation, meeting times**, and additional documents if necessary.

Student _____ Signature _____ Printed Name _____ Date: ___/___/___

Course Instructor _____ Signature _____ Printed Name _____ Date: ___/___/___

Dept. Chair/Program Director _____ Signature _____ Printed Name _____ Date: ___/___/___

Dean _____ Signature _____ Printed Name _____ Date: ___/___/___

Cost Center _____

Distribution: Original to Dean's Office for approval, then email to Registrar and copy Student, Instructor, Faculty Advisor, Provost's Office.

Return completed form, with all required signatures to the Registrar's Office

How to register for Directed Study or Individualized Instruction - Contact the appropriate department chairperson to either request Directed Study 400 with a faculty member, or Individualized Instruction of a catalog course not offered in the upcoming session (see further details below).

Students should begin process of applying for Directed Study/Individualized Instruction well before the start of the semester or term in which the course will be taken, to allow time for review and processing. The Directed Study/Individualized Instruction form requires signatures of the instructor, department chair/program director, and the appropriate Dean. **Forms must be completed and submitted to the Registrar's Office at least 3 weeks before the end of the prior semester/session.** Registration after published registration dates is not permitted.

Directed Study

For a student who has demonstrated ability and a special and compelling academic interest that cannot be pursued within the regular curriculum. Restricted to graduate students and junior and senior undergraduates with a minimum of 3.0 GPA in their major and some college level background in the area to be studied.

The following policies apply for Directed Study Courses:

- Directed studies must be approved by the instructor, department chair, and the appropriate Dean.
- Traditional Undergraduate Courses require the signature of the Vice Provost for Academic Operations.
- Directed study courses appear on the student's transcript with the specific topic as the course title.
- Academic grades are assigned.
- Projects must be undertaken within the academic term in which they are registered.
- Directed Study may not be taken instead of, or to modify a regular course offered by a department.
- Directed studies use the same forms and processes as independent studies. Partial applications will not be processed.
- Directed Study courses must be at least one credit hour and generally does not exceed five hours.
- Registration after published registration dates is not permitted.
- The responsibilities of the instructor of record are: a) approve the course of study as meeting university requirements; b) see that the material is presented and taught in full in a timely manner; c) agree to assume responsibility if problems arise; d) see that the grades are submitted.

Individualized Instruction

Individualized Instruction is the teaching of a regular, listed catalog course to a single student. Individualized Instruction is offered only when the college has failed to offer a course according to schedule or with sufficient frequency *and* it is needed by a student for a critical reason. Both criteria must be met. Severe course conflicts or student/faculty emergencies may be approved by the appropriate Dean on a case-by-case basis as an Individualized Instruction if no appropriate substitute course can be found.

The following policies apply for Individualized Instruction Courses:

- There can be no change in the basic content of the course from the permanent course. In particular, this means the level, subject code, description, title, grading policy, credits, and course content cannot differ from the permanent course.
- Academic grades are assigned.
- Projects must be undertaken within the academic term in which they are registered.
- Partial applications will not be processed.
- Registration after published registration dates is not permitted.
- The responsibilities of the instructor of record are: a) approve the course of study as meeting university requirements; b) see that the material is presented and taught in full in a timely manner; c) agree to assume responsibility if problems arise; d) see that the grades are submitted.

Note to Faculty: Faculty are limited to one Directed/Individualized Study per semester/session. Faculty compensation will occur at the completion of the Directed Study/Individualized Instruction.