

## PROPOSAL FOR DIRECTED STUDY—COUNSELING

DIRECTED STUDY—designed to allow students to pursue a course offering listed in the catalog without requiring attendance in regular class sessions. **Must be supervised by a faculty member.** *Note: Core counseling coursework may not be done by directed study.*

### PROCEDURE FOR OBTAINING PERMISSION FOR A DIRECTED STUDY:

1. Provide a written explanation why this course is desired by Directed Study to the Counseling Department Chairperson. This must be done well in advance of the quarter wherein the Directed Study is requested to take place.

Chairperson's Signature: \_\_\_\_\_  
Permission to proceed with application:  Yes  No

2. Consult with desired professor and obtain their agreement to supervise this Directed Study. **Proposal will be returned to the student if not included.**

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

Professor's signature: \_\_\_\_\_

3. Obtain a copy of the syllabus from the professor and attach it to this form. **Proposal will be returned to the student if not included.**
4. **A check for the Directed Study fee (\$50 per credit hour) must be attached to this form** (This is in addition to any tuition charges that might apply). **Proposal will be returned to the student if not included.**
5. **Give this form and completed proposal to the Registrar.** It will then be submitted to the Department Chairperson and the Academic Dean.
6. **The Directed Study must be approved before it can be registered.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Degree Program/Concentration: \_\_\_\_\_

Directed/Independent Studies previously requested? \_\_\_\_\_

YEAR & QUARTER STUDY IS REQUESTED: \_\_\_\_\_

### ACADEMIC DEAN'S ACTION:

\_\_\_\_\_ Approved as proposed

\_\_\_\_\_ Approved with modifications as follows:

\_\_\_\_\_ Not approved

\_\_\_\_\_  
*Department Chairperson*

\_\_\_\_\_  
*Academic Dean*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

### REGISTRAR'S ACTION

Course number assigned: \_\_\_\_\_

\_\_\_\_\_ E-mail – Supervising Professor

\_\_\_\_\_ E-mail – Student

\_\_\_\_\_ Copy – File

FEE PAID \_\_\_\_\_