

04.STU.10

GRADUATE DIRECTED INDIVIDUAL RESEARCH OR READINGS COURSES

(Revised January 29, 1999)

(Revision draft August 2005)

Approved by COB Ad. Council, November 11, 2006

Approved by COB Faculty May 8, 2007

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Generally, graduate students are expected to enroll in regularly scheduled classes. In special circumstances, a directed study course may be taken by a student with approval of the Director of Master's Programs. This approval is needed to get credit for the course and to ensure that the course does not duplicate other courses in the student's program. An approval from needs to be completed before registering for this class. The following guidelines should be followed:

The course is an advanced course to be used to satisfy elective requirements in an area where electives are not offered in a particular semester or where a regular course does not exist which covers this unique material. The underlying reason should be to provide the student a strong program and to expedite his/her graduation. Directed studies cannot be used to satisfy foundation course requirements or to avoid taking required classes.

The work expected from the student should be at least the equivalent to a regular graduate class and a paper of a meaningful project is required for the class. It should not be an easier substitute for a scheduled course. The supervising instructor is required to keep a copy of the paper for at least one year. In addition, a copy of the written research report is required to be filed at the office of the Director of Master's Programs no later than the last day of classes of the semester or summer session in which the course is taken.

To avoid any misunderstanding, expectations should be spelled out clearly to the student from the beginning. The student should be required to check periodically with the instructor to report progress on the project.

The instructor should be a full-time faculty member in the department who normally teaches advanced graduate classes.

Students are expected to seek permission to register in research courses by the end of the semester or summer session preceding the semester or summer session for which registration is desired.

Approval of the course is made at the discretion of the Director of Master's Programs. Generally, students are limited to one 3-hour DIR course.

To initiate the process, the student checks with one of the College's full-time faculty members to find his/her willingness to supervise the study and completes the form with the help of the faculty member. **(A copy of the form can be obtained from the Director of Master's Programs or found in COB 05.FOR.02 Graduate Directed Individual Research or Reading**

Agreement). Then, the form is given to the Department Chair and Director of Master's Programs for approval. If approved, copies are made for the instructor, the student, and the file. If approval is not given, the Director of Master's Programs will help the student in selecting other options. The student will not be approved for the DIR course if the form is not fully completed.

[See COB 05.FOR.02 - Graduate Directed Individual Research or Reading Agreement.](#)