

**DOCTOR OF PHILOSOPHY
PETITION AND AUTHORIZATION FOR DIRECTED STUDY**

This form must be approved by the student's instructor and the departmental officer. Registration in directed study will be authorized when all steps are completed. For information and further instructions, *[Click Here](#)*

Student's Name _____ PID# _____

Requests permission to register in _____ for _____ hours of credit to be earned through

Directed study for the term ending _____ study is to be completed by _____

Credit hours earned in this course _____ Maximum credits allowed in this (see Graduate Bulletin) _____

DESCRIPTION OF THIS STUDY. Discuss with advisor before preparing the petition.

1. Course outline. (Include key reading assignment if applicable. Attach additional page if necessary).

2. Significance of the course to the student's doctoral program.

3. Manner in which the course will be evaluated (e.g. oral or written reports. Midterm examination, essays, etc.)

APPROVALS

Instructor _____ Date _____

Departmental
Graduate Officer _____ Date _____

INSTRUCTIONS TO STUDENT AND ADVISOR

This report serves two purposes. First, it serves in lieu of a departmental course and is required under the principle that the University must keep a record of the work of each student in each course in graduate programs. Second, it affords a means whereby each student will receive appropriate permission for and assistance in planning a directed study.

Directed study is generally authorized only for the advanced student who has an important area of knowledge and/or work that should be included in a graduate program, but cannot be provided through available courses. The advisor should authorize a directed study only if the individual time and assistance necessary to carry it to completion can be given to the student.

POLICIES AND CRITERIA IN DIRECTED STUDY

Directed study is an excellent procedure in graduate work provided it fulfills the following criteria:

1. The study must be related to student's major field, and be a significant body of knowledge and/or work relevant to the student's degree program, purpose, and objectives.
2. The study must be at an advanced academic or professional level. It cannot duplicate work in any course previously taken or to be available while the student is earning a degree.

PROCEDURE

1. Registration in directed study must have advance approval of the student's advisor and the Graduate Officer in the department. The directed study must be under the advisor's supervision unless arrangements are made in advance that some other graduate faculty member will direct the study.
2. The student must confer with his or her advisor before registration. The proposed directed study must be carefully planned, the availability of necessary materials should be verified, and the procedure for certifying credits (i.e., special examination report) should be agreed upon. **Directed study petitions that do not provide detailed course descriptions should not be approved.**
3. Hours of credit should be estimated conservatively before the student registers. The appropriate amount of credit cannot always be determined in advance, but in no case should an hour of credit be certified for less than an anticipated 30 to 40 clock hours of effective and intensive work.

If the student registered for either fewer or more hours of credit than are warranted, after the study is completed, a Change of Elections should be submitted to either add or drop the appropriate number of hours. If the student has registered for more hours than the completed study warrants, no refund will be allowed for the excess hours.