

Purpose: Directed Studies (DS) enable a student to complete core requirements if he/she legitimately cannot take the course when ordinarily offered.

Due dates: FA 2015 – September 15, 2015
SP 2016 – January 19, 2016
SU 2016 – April 25, 2016

Required Documents

- Application Form
 - Available at the Office of the Registrar. *Note to student: small deposit fee due at that time.*
- Rationale
 - Why the student needs to take this course/ this semester/ as a directed study.
- Syllabus
 - See *Directed Studies Course Template* under Instructor Resources on the Academic Intranet site.

Limitations

- Only during a semester when the course is not offered on campus
- Usually only for 3rd / 4th year students
- 12 DS semester hour maximum in the degree program
- Maximum of one DS course per semester – except during Summer
- Must be taken under supervision of faculty (full-time, or part-time with the Chair's permission)

Procedure

- Student: picks up application form (and pays deposit fee) at the Office of the Registrar and then completes *Student Section* of application form
- Instructor: completes *Instructor Section* and creates an *individualized course syllabus* for student
- Student: ensures completed application form, individualized course syllabus and rationale are submitted to **Shelby Muhic** in the Office of the Provost: shelby.muhic@twu.ca

Individualized Course Syllabus – include the following:

- The term “Directed Study” in the course title
- Faculty member name
- Semester
- Full name of student and student ID number
- Course Description from Academic Calendar
- All assignment and exam dates
- Course end date
- Objective should speak about ‘the student’ vs ‘students’

Approval Process

- Once received by Office of the Provost - Vice Provost will make a decision based on supplied information
- Student and instructor are e-mailed regarding the final approval status of the application
- Paperwork is then submitted to the Office of the Registrar for finalization of course registration

Grade Submission and Stipend Payment

Grade submission due date: one week following end of semester

Enter grade via Gradebook. If unsuccessful, ask your Faculty Assistant for help or e-mail registrar@twu.ca

Stipend payment will occur after the grade is posted