



DIRECTED STUDY REQUEST

INSTRUCTIONS:

1. **ATTACH** a mutually accepted Directed Study proposal developed by the student and the professor of record that addresses as completely as possible each criterion listed below.
 - I. Explain why the directed study is being proposed.
 - II. Describe in detail:
 - Learning outcomes and general goals
 - Specific objectives, topics, or concepts to be addressed under each goal
 - Final product(s) of the directed study
 - General goals of the directed study
 - III. How will the final product(s) be evaluated and how will the final grade be determined (all directed studies are graded A-F). Will you use an A, B, C, F or A, A-, B+, B, B-, C, F grading scale? What percent of the grade is associated with each requirement? Provide a numeric or non-numeric description of your assessment criteria for the final grade.
 - IV. When appropriate, **include a preliminary reading list and/or bibliography** or specify sources from which information will be drawn for this the directed study. If not needed please give an explanation as to why it's not.
2. **Complete Form**
3. **Obtain Signatures**
4. **SUBMIT FORM TO OFFICE OF GRADUATE AFFAIRS**
(Office of Graduate Affairs sends form to Registrar. Registrar's Office enrolls student in Directed Study.)

NAME: _____ DATE SUBMITTED: _____

ADDRESS: _____ STUDENT ID NUMBER: _____

_____ RADFORD E-MAIL: _____

MAJOR: _____ ADVISOR: _____

COURSE PREFIX AND NUMBER (e.g., EDUC 698): _____

NO. OF CREDIT HOURS FOR THIS DIRECTED STUDY: _____

SEMESTER AND YEAR: _____ PROFESSOR OF RECORD: _____

TITLE OF DIRECTED STUDY: _____

The policies of the Office of Graduate Affairs specify that a directed study cannot be used to replace a required course in a graduate program.

Student's Signature Date

Professor Supervising Directed Study Date

Major Advisor Date

Department Chairperson Date

Assistant Provost Date

Approve Disapprove

For Office of Graduate Affairs use only
Eligible Not Eligible