



OFFICE OF THE REGISTRAR

Application for Directed Study

Under special circumstances, students in need of a course listed in the Catalog but not currently offered may be permitted to take the course by directed study. Approval is granted on an individual basis at the discretion of the Dean. A student may take only one Directed Study course per semester. The student must be a junior or a senior, with a minimum GPA of 2.5.

Procedure:

1. Student completes Part I and submits form to faculty sponsor.
2. Before the last day to add a class at the beginning of the semester, in which Directed Study takes place, the student must submit this form, signed by the faculty sponsor, as well as an "unofficial" copy of his or her transcript to the Office of the Dean.
3. The Dean considers each application and must approve it before work begins.
4. At the end of the semester, the instructor grades the course. The course is listed on the student's record with its regular number and title.
5. Directed Study may be done during the summer, with permission of the faculty sponsor and the Dean of the college. There is a per-credit charge for such work.

I. To be filled out by the student

Name: _____ YU ID #: _____
LAST FIRST STARTS WITH # 800 or 999

Phone: _____ YU Email: _____

School in which credit is requested: ☐ IBC ☐ JSS ☐ SBMP ☐ SCW ☐ SYMS ☐ YC ☐ MYP Current Class: ☐ JR ☐ SR

Directed study to be done in: ☐ Fall ☐ Spring ☐ Summer 20 _____ Expected date of graduation: ☐ Fall ☐ Spring ☐ Summer 20 _____

Major(s): _____ Total Credits to date (including those in progress): _____

Course to be taken by Direct Study: _____
DEPT COURSE # TITLE CREDITS

Instructor with whom work will be done: _____

Reason why course must be taken by Directed Study: _____

Student's signature _____ Date _____

Student submits form to the faculty sponsor.

II. To be filled out by the faculty sponsor

a. Sources to be used, reading requirements (biography attached): _____

b. Written assignments: _____

c. Evaluation requirements (examinations, term papers): _____

d. Nature of direct supervision (e.g. total number of hours of meeting with student): _____

Faculty sponsor's Signature _____ Date _____

Faculty returns form to student to submit to the Dean.

Action by Dean of College

☐ Approved ☐ Denied

Comments: _____

Signature _____ Date _____

Action by Registrar

☐ Student is registered for the course indicated above: CRN _____

Signature _____ Date _____