



## DIRECTED RESEARCH APPLICATION

Directed Research is a unique study experience, combining research and independent learning, defined in an agreement between the student and the sponsoring faculty member. Directed Research cannot be used to replace an existing course.

The following components should be attached to this application

- Executive summary, including the title of the project, a description of the project, identification of the number of credits requested\*, and a rationale for why this project is best accomplished as Directed Research.
- Syllabus for the course. The syllabus must include 3-5 student learning outcomes, identify the required readings (all production or performance directed research require at least one significant reading that informs the final project), overview all assignments (all production or performance require at least one written assignment), and describe the expectations for each task.
- Transcript showing at least a 3.0 GPA
- Overview of all assignments and tasks and the approximate numbers of hours expected to be devoted to each task
- Work completion schedule
- Schedule of meetings with the supervising professor

*\*one academic credit hour is equated to least 45 hours of academic work*

Student  
Name: \_\_\_\_\_ ID # \_\_\_\_\_

Term of Request \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Expected Grad Date \_\_\_\_\_

Course Number \_\_\_\_\_ Credit Hours \_\_\_\_\_ Grading Option ☐ Letter Grade  
CR/NC ☐

Project Title \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_

## **GUIDELINES**

1. A particular directed research shall last for only one semester and any extension of time may be granted upon the consensus of the faculty supervisor, the department chair, and the Dean of the school/college.
2. The grade (CR/NCR or letter grade) to be received for directed research shall be decided prior to the formal beginning of the work. The grade is awarded by the supervising professor.
3. Normally, this program is recommended for upper-division students but is also available to other students who have shown exceptional academic maturity. First-term students may not enroll in directed research.
4. Students must have a minimum of a 3.0 grade point average to enroll in directed research.
5. Students may register for a maximum of four (4) directed researches with only one (1) directed research being undertaken in any registration period.
6. A Directed Research must be taught by a faculty member.
7. The course will not be entered on the student's record until the Office of Student Accounts has received tuition payment.
8. All final research projects must be turned into the department to be saved for at least three years.
9. The following information should be attached to the application form: an abstract of the topic, including the direction(s) of the research, the depth to be explored, the various ramifications and limits of the project, and the method and amount of reporting, including a proposed schedule of meetings between the student and the supervising instructor.

**APPROVAL PROCESS:**

Each of the required signatures should be secured by the student in the order given.  
If the application is denied by any one of these persons, it is the responsibility of the student to notify the instructor who has agreed to supervise the directed research that the application has not been approved.

	Print Name	Signature	Date
Advisor:	_____	_____	_____
Instructor:	_____	_____	_____
Chair, Undergraduate's Major Department:	_____	_____	_____
Dean, Undergraduate's Major Department School:	_____	_____	_____
Dean, Graduate School of Instructor:	_____	_____	_____
Student Accounts:	_____	_____	_____
Office of Registrar:	_____	_____	_____