



Preparing the **I**deal Educator

Diversity • Instruction • Technology • Content
Assessment • Management • Professionalism

**Converse University
School of Graduate Studies
Directed Independent Study Approval Form**

Student's Name _____ Term _____ Date _____

Social Security # _____

Or

Converse Student ID# _____

Course Requested for Directed Independent Study

(Course Number) (Course Title) (Credit Hours)

Reason for Directed Independent Study Request: *(attach additional sheet if necessary)*

List any additional courses taken through Directed Independent Study

*The instructor of record will hold an initial conference with the student seeking approval to receive course credit through Directed Independent Study. During the conference, all aspects of the course will be discussed and written-up on this form. **A minimum of six (6) contact hour with the instructor is required.** A syllabus must be attached for the course approved for DIS if offered in regularly scheduled course offerings. **This completed and approved form must be presented to the University Registrar at the time of registration.***

Description of the Course Approved for DIS (including texts):
(attach copy of course syllabus)

Course Requirements on Which Course Grade is Based:

Method of Evaluation:

Calendar of Planned Conferences with the Instructor of Record:

Adviser's Signature

Instructor of Record's Signature

Student's Signature

Program Director Signature

Dean, School of Education and Graduate Studies

_____ **Approved** _____ **Denied**

(See Back for Policy Guidelines)

**UNIVERSITY POLICY
DIRECTED INDEPENDENT STUDY**

The University offers Directed Independent Study according to these general principles:

1. *When a graduate student needs a DIS course, it may be provided if the need for the DIS course meets University guidelines and is approved by the student's adviser, the DIS course instructor of record, the program coordinator, and the Dean of the School of Graduate Studies. Such courses require higher than normal fees from students.*
2. *DIS courses are not considered a part of a faculty member's normal teaching load unless scheduled and advertised, e.g. some "special topics" courses.*
3. *While the University cannot guarantee that students can be offered a DIS in an existing course, under unusually compelling circumstances a student may request approval for a DIS. Such a request should be made from a student only:*
 - a. *If a course is required for program completion but is not scheduled so that one or more students can enroll.*
 - b. *If a student has an unalterable schedule conflict.*
 - c. *If a student needs a course to correct an out-of-sequence program*
 - d. *If a student has special circumstances that require a "special topics" that is not offered as a regularly scheduled course and can only be taken as DIS.*
 - e. *If a student has compelling personal circumstances...such as a health problem.*
4. *Conditions and Qualifications for Faculty*
 - a. *If a regular course does not lend itself to DIS, a faculty member should decline to offer the course in this format, i.e., courses that depend on classroom discussion or class interaction or other skill courses.*
 - b. *Normally, a faculty member should not carry more than a total of four (4) DIS students in any term. Exceptions to this load must be based on extenuating student circumstances and must be approved, in advance, by the Dean of the School of Graduate Studies.*
5. *Procedures*
 - a. *Directed Independent Study Approval Forms can be secured by graduate students from the Office of the School of Graduate Studies or from the Registrar's Office. **The form must be completed and approved prior to registration.** A student is not enrolled in the DIS until the form is on file with the Registrar. One copy of the form should be on file with the instructor and in the Office of the School of Graduate Studies.*
 1. *An initial conference must be held with the instructor during which all aspects of the DIS course must be discussed and recorded on the DIS Approval Form. If the DIS course is a regularly scheduled course, a copy of the course syllabus must be attached to the DIS Approval Form.*
 2. *A minimum of six (6) contact hours with the instructor is required.*
 - b. *Graduate students, who otherwise qualify for a DIS and cannot secure the support of a faculty member, may discuss individual problems with their adviser first and the Dean of the School of Education and Graduate Studies second.*