



DS#: _____
OCP Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Dean's Office: _____
Registrar's Office: _____
Notes: _____

DIRECTED STUDY PROPOSAL

Name: _____ Date: _____ Anticipated Graduation*: ____/____

*Failure to provide this information may delay graduation.

Degree Program: _____ Level: _____ Term & Year of Proposed DS: _____

Proposed DS Title: _____

Unless otherwise approved and noted below prior to the start of the study, a DS is eligible for THREE credit hours.

Alternative number of credit hours requested: 6 9

DS Description (attach additional pages if needed):

Learning Objectives (attach additional pages if needed):

Bibliography (attach additional pages if needed):

Please agree on all assignments/due dates with your professor. No due dates are approved beyond the last date of the term for which the DS is registered.

Professor's Name*: _____ (Additional fee for non-UPSem professor)

* If your proposed professor is not a member of the UPSem faculty, you must procure permission for this professor from the Chair of the UPSem department that teaches courses in the field of your proposed DS before you submit this DS Form to the Academic Dean. If your professor is not a member of the UPSem faculty, write in here the date on which you received permission for this teacher from the appropriate UPSem Department Chair and that Chair's name.

Date: _____ Chair: _____

DS Professor's Signature: _____ Date: _____

PhD/ThM Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Academic Dean's Signature: _____ Date: _____

Students are responsible for submission of completed form to Office of Academic Dean, Watts I04.

An additional fee will be assessed if a non-UPSem professor is approved for the DS.

PLEASE READ ADDITIONAL FACULTY DS POLICIES ON NEXT PAGE.

DIRECTED STUDY GUIDELINES

Directed Studies are included in the curriculum to provide students the opportunity to plan and carry out a self-initiated course of study and to allow students the flexibility to design a course not ordinarily offered in the curriculum. A Directed Study will ordinarily not be approved for courses otherwise taught in the curriculum. No more than four students may enroll together in any single Directed Study. Only students enrolled in a degree program may take Directed Studies.

A Directed Study will not ordinarily be approved with a non-UPSem professor whenever a UPSem professor is available and qualified to offer an equivalent Directed Study (See 2. below.) If a non-UPSem professor is approved, the student will be charged an additional fee for the DS.*

For administrative purposes, Directed Studies fall under the same regulations as other courses offered in the curriculum. Directed Studies are expected to require up to 144 hours of work for Master of Arts Christian Education, Master of Divinity, and Dual degree candidates. Ordinarily master's degree candidates in all programs may not take Directed Studies during the summer. No more than one (1) Directed Study may be taken in an academic year without permission of the Academic Dean.

Requirements for Directed Studies for all other degree programs are cited in the handbook materials of those degree programs. Due to the quality and amount of work required for a Directed Study, professors are encouraged to limit, in the long terms (fall/spring), to two the number of Directed Studies to which they commit at any one time.

Students interested in a Directed Study should:

1. Contact the Office of the Registrar and obtain a Directed Study form;
2. If the proposed professor for the DS is not a UPSem faculty member, confer with the appropriate department Chair in order to see if the proposed professor/study will be approved;
3. Complete the DS form, including all required signatures, and submit it to the Office of Academic Dean at least three weeks before the proposed DS is to begin.

The Academic Dean will:

- Approve the academic features of the DS and forward it to the Office of Registrar, or
- Disapprove the DS, and contact the student through campus email, or
- Consult the student and/or the appropriate UPSem faculty department or committee before proceeding.

* Under special circumstances, a department may request that a UPSem Ph.D. student lead a Directed Study under the supervision of a UPSem faculty member. In such cases, the matter of who has what grading responsibilities is to be determined and reported before the Directed Study begins.