02.CUR.07

GRADUATE DIRECTED INDIVIDUAL RESEARCH OR READINGS COURSES

(Revised January 29, 1999)
(Revision draft August 2005)
Approved by COB Ad. Council, November 11, 2006
Approved by COB Faculty May 8, 2007
Revised April 2012
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Generally, graduate students are expected to enroll in regularly scheduled classes. In special
circumstances, a directed study course may be taken by a student with approval of the Director
of Master’s Programs. This approval is needed to get credit for the course and to ensure that the
course does not duplicate other courses in the student’s program. An approval from needs to be
completed before registering for this class. The following guidelines should be followed:

The course is an advanced course to be used to satisfy elective requirements in an area where
electives are not offered in a particular semester or where a regular course does not exist which
covers this unique material. The underlying reason should be to provide the student a strong
program and to expedite his/her graduation. Directed studies cannot be used to satisfy
foundation course requirements or to avoid taking required classes.

The work expected from the student should be at least the equivalent to a regular graduate class
and a paper of a meaningful project is required for the class. It should not be an easier substitute
for a scheduled course. The supervising instructor is required to keep a copy of the paper for at
least one year. In addition, a copy of the written research report is required to be filed at the
office of the Director of Master’s Programs no later than the last day of classes of the semester or
summer session in which the course is taken.

To avoid any misunderstanding, expectations should be spelled out clearly to the student from
the beginning. The student should be required to check periodically with the instructor to report
progress on the project.

The instructor should be a full-time faculty member in the department who normally teaches
advanced graduate classes.

Students are expected to seek permission to register in research courses by the end of the
semester or summer session preceding the semester or summer session for which registration is
desired.

Approval of the course is made at the discretion of the Director of Master’s Programs.
Generally, students are limited to one 3-hour DIR course.

To initiate the process, the student checks with one of the College’s full-time faculty members to
find his/her willingness to supervise the study and completes the form with the help of the
faculty member. (A copy of the form can be obtained from the Director of Master’s
Programs or found in COB 05.FOR.02 Graduate Directed Individual Research or Reading
Agreement). Then, the form is given to the Department Chair and Director of Master’s Programs for approval. If approved, copies are made for the instructor, the student, and the file. If approval is not given, the Director of Master’s Programs will help the student in selecting other options. The student will not be approved for the DIR course if the form is not fully completed.

See COB 05.FOR.02 - Graduate Directed Individual Research or Reading Agreement.