

## **Undergraduate Directed Individual Study Courses**

(Revised January 29, 1999)

Directed individual study (DIS) is a carefully planned special study of an academic topic not offered as part of the regular undergraduate curriculum. DIS is carried out as a tutorial under the direction of and evaluated by a full-time member of the faculty of the College of Business.

Generally, undergraduate students in the College are expected to enroll in regularly scheduled classes. In special circumstances, a DIS course may be taken by a student with approval of the Department Chair and the College's Dean.

The following guidelines should be followed:

Enrollment in DIS courses is restricted to advanced students who have demonstrated both academic ability and the capacity for independent work.

Enrollment is by application only, and must be approved by the instructor, the Department Chair and the Dean/Assistant Dean.

Completed applications must be received by the last day to register or add a class of the semester of intended enrollment.

A minimum GPA of 3.0 in the student's major.

A maximum of six semester hours of DIS credit may be counted towards the Bachelor of Business Administration degree.

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. Then, the form is given to the Department Chair and the Dean or Assistant Dean for approval. If approved, copies are made for the instructor, the student, and the file. If approval is not given, the Degree Counselor or the student's faculty advisor will help the student in selecting other options. The student will not be approved for the DIS course if the form is not fully completed.