

WAYNE STATE UNIVERSITY

COLLEGE OF EDUCATION

Academic Services, 489 Education Building, Detroit, Michigan 48202 (313) 577-1605, FAX (313) 577-4944

Petition and Authorization for Directed Study

This form must be filled out **in triplicate** and be approved by the student's graduate advisor. All copies of the Ed.D., Education Specialist, or Master's student Petition must be approved by the Graduate Education Office **prior to registration**. All students retain one (1) signed copy and return one copy to the advisor approving the study. Registration in the Directed Study will be authorized only after all steps are completed. **For information and further instructions see reverse side.**

NOTE: Students classified as Pre-Master's (60) or Post Master's (53) are not eligible to engage in directed study.

Name _____ Birth date _____
Address _____ Phone(H) _____ (W) _____
P.I.D. # _____
City State Zip

Graduate Program In Which You are Enrolled:

Master's Education Specialist Doctor of Education

Desired Course:

_____ (Course number)/ CRN _____ (Hours) _____ (Term)
Study to be completed by: _____
(Date)
Credit hours already earned in previous directed studies: _____ Maximum Credit Allowed: _____

Description of Study: Please confer with your advisor before describing the nature, scope and significance of the study.

Advisor's Approval

I approve the above Directed Study and can give the necessary time to direct the work.
 I approve the study; the work will be done under the direction of _____
(Name of the Instructor)

Advisor's Signature _____ Date _____

Graduate Authorization

The above registration was authorized by _____
College of Education Graduate Officer or Designee Date

(The student is responsible for registering for this course)

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Interpretation to Student and Advisor

Directed study is generally authorized only for graduate student who has an important area of knowledge and/or work that should be included in the student's program but cannot be provided through courses available at the University. The advisor should authorize a Directed Study only if he or she can give the student the individual time and assistance necessary to carry it out to completion.

This graduate form serves two purposes. First, it serves in lieu of course description and is required under the principle that the University must keep a record of the work of each student in each course in graduate programs. Second, it affords a means whereby each student will receive appropriate permission for and assistance in planning the Directed Study.

Policies and Criteria in Directed Study

Directed Study is acceptable in graduate work provided it fulfills the following criteria:

1. The study must be in or related to the student's major field or cognate, and be a significant body of knowledge and/or work relevant to the student's degree program, purposes and objectives.
2. The student must be at an **advanced** academic or professional level. It cannot duplicate work in any course previously taken or to be available while the student is earning the degree or certificate.

Procedure

1. **The student must consult with the advisor before registration;** the proposed study must be carefully planned, the availability of necessary materials should be verified, and the procedure for certifying credit (i.e., special examination or report) should be agreed upon.
2. **Registration in directed study must have approval of the student's advisor and the College of Education Graduate Officer prior to the registration period.** The study must be under the advisor's supervision unless arrangements are made in advance that some other graduate faculty member will direct the study.
3. Hours of credit should be estimated conservatively before the student registers. The appropriate amount of credit cannot always be determined in advance, but in no case should an hour of credit be certified for less than an anticipated 30 to 40 clock hours of effective and intensive work.

If the student registers for more hours than the completed study warrants, **no refund will be allowed for the excess hours.**