



## Procedures for Directed Study Office of the Registrar

### Before the Directed Study:

1. **Student** discusses the proposed Directed Study with the Advisor in light of the student's overall curriculum goals.
2. **Student** obtains a *Directed Study Request* form and a *Directed Study Instructor's Agreement* form, and a Directed Study Course Description Form. The student fills out the Request form and gives the Agreement to the proposed Directed Study instructor to complete. (The course description form should be completed by both student and instructor).
3. **Student** submits the completed Directed Study Request form and course description to his/her Advisor for recommendation and approval.
4. **Student** retrieves the completed Instructor's Agreement plus current curriculum *vitae* (no more than 3 years old) from the proposed instructor.
5. **Student** must return all forms to the **Registrar's Office** by the appropriate deadline for the semester in which the student wishes to take the Directed Study. The date is set to allow the Directed Study Review Board to meet and to allow for any modifications that need to be made to the Directed Study in order for it to be approved.
6. **Registrar's Office** determines whether all necessary paperwork (Directed Study Request form with all signatures, Course Description, Directed Study Instructor's Agreement with *vitae* if applicable) has been submitted by the deadline. Complete applications are forwarded to the Directed Study Review Board.
7. **The Registrar and Faculty consultant to the Academic Department** reviews all Directed Study requests and approves, suggests modifications to, or disapproves them.
8. Students are notified as to whether proposed Directed Studies have been approved, and/or what modifications are requested for approval.
9. Student submits modifications to the Registrar's Office. A review of the modifications takes place and the student is notified.
10. Once approved the Registrar's Office enrolls the student (s) and notifies them by email they have been registered.

### Upon completion of the Directed Study, the:

1. Instructor's Evaluation should be given to the Directed Study Instructor.
2. **Student** fills out and returns to the Registrar's Office both the Self Evaluation form and the Evaluation of the Directed Study Instructor.
3. **Instructor** must complete and return evaluation form to the Registrar's Office.
4. **Registrar's Office** with Advisor input will assign a grade and the Instructor will be paid.

Email: [registrar@williamjames.edu](mailto:registrar@williamjames.edu)

Phone: 617-564-9393

Fax: 617-477-2030