

**BLUFFTON UNIVERSITY**  
Bluffton, Ohio

**CONTRACT FOR DIRECTED STUDY**

\_\_\_\_\_ Date

\_\_\_\_\_ Student Name (Last, First, Middle)

\_\_\_\_\_ #ID Number

\_\_\_\_\_ Faculty Directing Study

\_\_\_\_\_ Dept. Number Title of Course

**Please check:**

\_\_\_\_\_ Semester Hours

Fall Semester    Summer/May term: (From) \_\_\_\_\_ (To) \_\_\_\_\_  
 Spring Semester **(Dates must be provided)**

\_\_\_\_\_  
SCHEDULE OF MEETINGS:

\_\_\_\_\_  
METHOD(S) OF EVALUATING STUDENT PERFORMANCE:

\_\_\_\_\_  
REASON FOR REQUEST:

Signed: \_\_\_\_\_  
Student

\_\_\_\_\_ Faculty

Approved: \_\_\_\_\_  
Academic Dean

\_\_\_\_\_ Department Chair

## GUIDELINES FOR DIRECTED STUDY

1. Directed studies allow students to do the work of a regular, specified course by studying the material without regular classroom attendance. This may be done either during the semester the class is offered or when the class is not currently offered.
2. The course must have been taught before by the faculty member supervising before approval will be given for offering it as a directed study.
3. The same learning must be demonstrated as that achieved by students attending the regular class; alternative arrangements for exams and other requirements are subject to approval of the instructor.
4. Directed studies are to provide no less rigorous academic experience than a class in the same subject matter. If the instructor is not confident that such rigor can be provided through the directed study, the course should not be offered.
5. Normally directed studies will require at least 6 hours contact between instructor and student per semester hour of credit. It is expected that students will be pursuing their study on a more independent basis than in typical classroom courses.
6. The contract must specify required reading which is to be completed by the student, the method for evaluating student performance, and the reason for the request for the directed study.
7. All students who register for directed studies must pay tuition.
8. Registration for each course must be processed through the registrar's office.
9. Approval to take a course as a directed study must be obtained by the instructor, the department chair, and the academic affairs office, as indicated on the form.
10. Approval will be granted when there is undue hardship to the student because of transferring into Bluffton University, because of unexpected health concerns, or when infrequent course offerings would prevent a student from graduating within a reasonable time frame. Other extraordinary circumstances as determined by the academic affairs office may warrant approval.
11. Approval will not be given for a student to complete a second major or a minor; for a student to graduate sooner than his/her cohort; for a student's convenience; because a student failed the course earlier; or, for the student to raise his/her GPA. Note that these restrictions do not apply during the summer semester.