

DIRECTED STUDY CONTRACT

The Directed Study Contract, with all signatures and complete course description, must be accompanied by a complete Add/Drop Form. These forms must be turned into the Academic Affairs Office, and filed with the Registrar's Office, by 5:00 p.m. on the last day of the Add/Drop Period of the term which the Directed Study course will be completed.

First Name	Last Name	Student ID #
Program (e.g., BFA, MFA, PB, etc.)	Major	Minor or Emphasis
Printed Name of Instructor Sponsor	Directed Study Term (e.g., Spring 2016)	<input type="checkbox"/> 1.0 <input type="checkbox"/> 2.0 <input type="checkbox"/> 3.0 <input type="checkbox"/> OTHER: _____ Course Credits (Select One)

ELIGIBILITY: Any graduate or post-baccalaureate student is eligible to apply for a Directed Study. Undergraduate students are eligible to apply for a Directed Study only if they will have completed 60 credits by the time the Directed Study term begins. Furthermore, the Directed Study must be applicable towards a student's degree progress, either as a Studio Elective, General Elective, or Graduate Tutorial (graduate students only). Directed Study coursework cannot satisfy other degree requirements without special exception. Undergraduate and graduate students may contract for no more than 3 credits of Directed Study in a term, and for no more than 12 credits (or 4 courses) total. Post-Baccalaureate students may contract for no more than 6 credits.

WHAT IS A DIRECTED STUDY?: The Directed Study course is designed to fulfill an educational need that is not met by the available curriculum, and appears on student records as IN-398 for undergraduate students and GR-598 for graduate students. For a 3-credit Directed Study to satisfy accreditation standards, the combined hours of all meetings must equal a minimum of 6 contact hours per term with the instructor. To determine a minimum contact hour requirement for other credit amounts, please consult SFPAI's credit hour policy in the Student + Campus Handbook.

A STUDENT'S COMPLETED DIRECTED STUDY CONTRACT MUST INCLUDE ALL OF THE FOLLOWING:

- A custom and typed course description which includes all of the following:**
 - Unique course title (e.g., not "Directed Study" or "Graduate Tutorial");
 - Specific course goals and/or descriptions about the specific project(s) you will be working on; and
 - A course meeting schedule that includes meeting location and the number of contact hours.
 - For Graduate Students Only:* if the course is to be used as a Graduate Tutorial, please indicate so in your description. Unique goals and descriptions are still required if the course is to satisfy a Graduate Tutorial.
- A current copy of the student's Program Evaluation from WebAdvisor.**
- A copy of the student's schedule for the intended Directed Study term from WebAdvisor.**
- All of the signatures indicated at the bottom of this form.**

PLEASE INDICATE WHAT THE DIRECTED STUDY COURSE SHOULD SATISFY IN YOUR RECORD (SELECT ONE):

Studio/General Elective Graduate Tutorial (graduate students only)
 Other Requirement: _____
 (Requires approval of Chair or Director overseeing requirement.) Chair / Director Signature Date

For a 3-credit Directed Study, students are required to register for an alternate course. If approved, which do you wish to drop?: _____ (e.g., PH-100 Intro to the Darkroom)

Please note that incomplete Directed Study applications will not be considered for review.

Student Signature	Date	Instructor Sponsor Signature	Date
Dean of Academic Affairs Signature	Date		

Registrar's Office Use Only
Date Received: _____ Update Computer Record: _____