



Directed Study (formerly TBA) Course Request

In rare circumstances, students may be able to complete courses by working individually with instructors. Only previously developed courses that are required for graduation are available to be taught as Directed Study. These courses require the approval of the faculty member and Dean of the School. This completed form must be submitted to the Registrar's Office prior to the last day to add a course for the applicable semester.

Student Name: _____ ID: _____

Course number and Title: _____

Year/Semester to be taken: Academic Year: _____ Fall Spring Summer

Name of instructor offering course: _____
Please Print

To be completed by instructor:

Schedule of meetings and approximate time involved per meeting:

Date:

Time:

List of readings and assignments: _____

Detailed reason for taking course as Directed Study: _____

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Dean of School: _____ Date: _____

FOR OFFICE USE ONLY

Date Received

Initials

Date Processed

Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8224 ■ registrar@keystone.edu

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