



# 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required Text(s): \_\_\_\_\_

Detailed reason for requesting Directed Study: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Provost Approval: \_\_\_\_\_ 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](mailto:registrar@keystone.edu)

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