



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, Department Chair, and Provost. 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

Keystone College is committed to providing equal educational and employment opportunities without regard to an individual's sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a veteran. Keystone College's commitment is to provide an environment where all students and employees can work and study free from discrimination including sexual harassment, sexual violence and sexual assault. The College policy is in accordance with state and federal laws and executive orders including but not limited to: Title VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Visit www.keystone.edu/title-ix for additional information.