

**AVE MARIA UNIVERSITY**  
**DIRECTED STUDY CONTRACT**

At the discretion of the instructor, an upper level student may be allowed to take a course for credit in the form of a tutorial. It is understood that such a course is part of the regular curriculum of the University. Permission from the student's instructor, academic advisor, department chair, and the Dean of Faculty is required. Directed studies courses are evaluated in accordance with the standard grading system of the University. Typically, a student may have only one directed study in his or her program. Please note that directed studies carry a fee of \$500 per DIS.

The student will develop a Learning Contract in consultation with a full-time member of the faculty. The faculty member using the tutorial method will guide the student's work. A maximum of 4 credit hours may be earned per directed study.

In order to qualify for a Directed Study, a student must be pursuing an undergraduate degree from the University.

Students interested in the Directed Study Program must complete this form, and obtain the necessary signatures indicated below. A program of study must be approved by the professor, advisor, department chair and Dean of Faculty before a student registers for a Directed Study.

**Procedure:**

1. Secure the approval of the instructor.
2. Attach an outline of the requirements for the study.
3. Secure the approval of your advisor and department chair before requesting approval from the Dean of Faculty.
4. **Return the completed form to the Office of Academic Records by the ADD period deadline.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Code/Course: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Title: \_\_\_\_\_

Projected date of completion: \_\_\_\_\_

Have you previously completed a Directed Study? \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Area: \_\_\_\_\_ Title: \_\_\_\_\_

Number of hours completed in major: \_\_\_\_\_ GPA in Major: \_\_\_\_\_

Student's Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Faculty Approval: \_\_\_\_\_ Date: \_\_\_\_\_