

2.B-2009 Directed Studies Procedure

1. Procedures

St. Mary's University recognizes that students may request permission to take individually supervised studies (directed studies courses) as part of a program leading to a degree. Such courses are intended to serve two possible needs:

- they provide students with an opportunity beyond the usual curriculum to investigate or work on specific topics and projects related to their program of studies which they would not otherwise be able to do at St. Mary's, or
- they permit students to take an established course during the summer or during a semester in which the course is not being offered as part of the regular curriculum.

Before registering for a directed studies course, students must have the written approval of a faculty supervisor, the Area Chair, applicable Dean and the Vice-President Academic & Provost.

2. Regulations

Students must have the agreement of a St. Mary's University faculty member to supervise the directed studies course.

2.1 Students wishing to take a directed studies course should obtain a Directed Studies Approval form from the Enrolment Services Office. This form must be presented to the instructor who has agreed to supervise the course. After agreeing to work with the student, the faculty supervisor will prepare a syllabus for the course and submit it, along with the signed Directed Studies Approval Form to the Area Chair for approval. This material must then be forwarded to the applicable Dean and then the Vice-President Academic & Provost for approval. This will then be forwarded to the Enrolment Services Office who will then be authorized to register the student in the course.

2.2 The syllabus for the directed studies course must include the title and number of the course, a list of learning objectives, work required for the course, a list of resources/readings to be used, evaluation techniques, and information regarding the number of meetings between the student and supervising professor.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Academic Council	Vice-President Academic & Provost	March 17, 2009	

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- 2.3 Approval will be granted only if the proposed study meets the usual academic requirements (breadth, depth, rigour) for a course at the specified level in the program (e.g. third year course in the specific degree program). The professor should ensure that the amount of work required of the student is comparable to the same or similar course that meets regularly.
- 2.4 The content of the course should lend itself to the directed study format. Courses in certain areas such as languages or lab sciences which do not lend themselves to this format will not be approved.
- 2.5 Directed studies courses need to meet any other academic or program requirements which normally apply to regular academic courses.
- 2.6 Students can register for a directed studies course only when the signed approval form has been submitted to the Enrolment Services Office. This must be done by the end of the change of registration period at the beginning of the semester in which the directed studies is being undertaken.
- 2.7 The supervising faculty member will submit a grade to the Registrar's Office upon completion of the course by the end of the grade submission period of the semester in which the course is undertaken. Once the grade has been submitted, authorization will be given to pay the instructor a stipend for teaching the course.
- 2.8 A faculty member cannot supervise more than two directed studies courses within the same semester unless given approval by the Vice-President Academic & Provost.
- 2.9 Students are allowed a maximum of nine credit hours of directed study in their degree program and may not take more than one directed study course per semester unless specific permission is granted by the Vice-President Academic & Provost.

3. Calendar Entry

St. Mary's University recognizes that students may request permission to take individually supervised studies (directed studies courses) as part of a program leading to a degree. Such courses are intended to serve two possible needs:

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Students can register for a directed studies course only when the signed approval form has been submitted to the Enrolment Services Office. This must be done by the end of the change of registration period at the beginning of the semester in which the directed studies is being undertaken.

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