

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Directed Studies Policy

UH-Downtown/PS 03.A.17
Issue No. 5
Effective date: 05/20/02
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1. PURPOSE

This PS states the University of Houston - Downtown (UHD) policy on directed studies courses.

2. POLICY/PROCEDURES

2.1 Definition of a Directed Studies Course

A directed studies course is any credit course in which a student works directly with a faculty member on an individual basis. A directed studies course is intended to expand the curriculum and may not duplicate an organized course. A directed studies course requires a term paper, research study, or comparable project.

2.2 Criteria for Student Eligibility

Any student wishing to take a directed studies course meets the following criteria:

2.2.1 The student has junior, senior, or graduate standing.

2.2.2 The student has a cumulative grade point average of at least 3.0.

2.2.3 The student has a grade point average of at least 3.3 in the specific area in which he/she wishes to pursue a directed studies course.

2.3 Procedures

2.3.1 Well in advance of registration, the student consults with the faculty member with whom he wishes to take a directed studies course. If the faculty member and student agree on the advisability of such a course and on the particulars (requirements, meeting times, grading, etc.), the student obtains the directed studies request form (see Exhibit A) from the appropriate department office.

2.3.2 The faculty member and student complete and sign the form.

2.3.3 The student secures the approval of the appropriate department chair and dean, each of whom signs the form.

2.3.4 The dean retains the request form and sends a copy to the department chair, the faculty member, and the student.

2.3.5 The student registers for the directed studies course, following regular registration procedures.

2.3.6 At the conclusion of the directed studies course, the faculty member assigns the grade.

2.3.7 A copy of the report or project is kept in the office of the department chair.

2.4 Faculty Credit

A faculty member receives credit for each student taught in a directed studies course. This credit accumulates toward released time as stipulated in the official faculty workload policy. See PS 10.A.04.

2.5 Maximum Credit Hours per Student

Degree requirements may limit the number of hours of directed study which may be applied.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs and Provost

Review: As needed



President

Policy History

Issue #1: 04/20/83

Issue #2: 06/17/86

Issue #3: 04/01/88

Issue #4: 12/18/00

DIRECTED STUDIES REQUEST FORM

This form must be approved and filed in the office of the appropriate dean prior to registration.

I. Summary Description

- A. Academic division _____
- B. Department _____
- C. Course number _____
- D. Semester and year _____
- E. Faculty member _____
- F. Student _____
- G. Project completion date _____
- H. Project title _____

II. Project Outline--An outline of the proposed course must be attached to this request form. The outline must include the title of the project, list of course materials and/or books, meeting times, methods of evaluation, and specific assignments which the student must complete.

III. Approval

_____	_____
Student	Date
_____	_____
Faculty Member	Date
_____	_____
Department Chair	Date
_____	_____
Dean	Date