

Memo To: All UH-Downtown/PS Holders

UH-Downtown/PS 03.A.17

From: William Flores, President

Issue No. 5

Effective date: 06/22/15

Subject: Directed Studies

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## 1. PURPOSE

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

## 2. DEFINITIONS

- 2.1 Directed Studies Course: A directed studies course is a credit course in which a student works directly with a faculty member. 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 For the purposes of this policy, faculty member refers to the instructor of record for the directed studies course.

## 3. POLICY

### 3.1 Criteria for Student Eligibility

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

- 3.2.1 The student must be in good academic standing ([see Grading System Policy, PS 03.A.04](#)).
- 3.2.2 The student must have instructor approval to enroll in the course.
- 3.2.3 The academic department of the course or college may have additional prerequisites or requirements for enrollment in a directed studies course.

## 4. PROCEDURES

### 4.1 Procedures

- 4.2.1 Well in advance of registration, the student consults with the faculty member with whom he/she 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.

- 4.2.2 The faculty member and student complete and sign the form.
  - 4.2.3 The instructor of record of the directed studies course secures the approval of the appropriate department chair and the office of the dean, each of whom signs the form. For programs that do not have a department chair, the student will secure approval from the program director of the program in which that course is housed.
  - 4.2.4 The office of the dean retains the request form and sends a copy to the department chair (or program director), the faculty member, and the student.
  - 4.2.5 The student registers for the directed studies course, following regular registration procedures.
  - 4.2.6 At the conclusion of the directed studies course, the faculty member assigns the grade.
  - 4.2.7 A copy of the report or project is kept in the office of the department chair (or program director).
- 4.2 Faculty Credit  
A full-time 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.
- 4.3 Maximum Credit Hours per Student  
Degree requirements may limit the number of hours of directed study which may be applied by a student towards completion of the degree.

## **5. EXHIBITS**

[Exhibit A: Directed Studies Request Form](#)

## **6. REVIEW PROCESS**

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

Review: Every five years, or as necessary

Signed original on file in Employment Services and Operations.

## **7. POLICY HISTORY**

Issue #1: 04/20/83

Issue #2: 06/17/86

Issue #3: 04/01/88

Issue #4: 12/18/00