

CRN _____

Section _____

**COLLEGE OF BUSINESS ADMINISTRATION
VALDOSTA STATE UNIVERSITY**

DIRECTED STUDY COURSE REQUEST

A Directed Study Course is a course with content material not normally found in established courses offered by the department or a course which allows the student to explore in more detail a topic which is normally covered. This form must be completed **prior to registration** for the semester in which the course is expected to be taken. **An approved copy must be signed by Dean before a student can be given a Course Registration Number (CRN) in order to register for the class.** Once the request has all approved signatures, the student must take the form to the Director of the Student Advising Center to obtain the CRN. After the CRN have been obtained, the student will be notified and the form will be placed in the student's file. At the conclusion of the course, the instructor will provide a detailed report in the space allotted on the back of this form. It will then be placed in the student's file.

Student's Name and ID _____ Date _____

Student's E-mail and Phone _____

Course and No. _____ Directed Study in _____

Semester /Year course is to be taken _____ Credit Hours _____

To be completed by advisor

Justification for request:

To be completed by instructor

Specific theme of study:

Method of instruction:

Contact hours per week:

Advisor

Date

Instructor

Date

Final Approval:

Department Head

Date

Dean or Associate Dean

Date