



Undergraduate Directed Study Form

Office of the Registrar | Northern Michigan University
Email: schedule@nmu.edu

DATE: _____

NMU IN: _____

NAME: _____
(Last) (First) (M.I.)

PHONE NUMBER: _____ EMAIL: _____

STUDENT LEVEL: Vocational Freshman Sophomore Junior Senior Post-Baccalaureate

TO BE COMPLETED BY SUPERVISING FACULTY MEMBER

Has permission to enroll in COURSE I.D.: _____ DEPARTMENT: _____

TITLE (25-character limit): _____

ON-CAMPUS ON-LINE

For Pay On Load

CREDIT HOURS: _____ SEMESTER: _____ YEAR: _____ MAJOR: _____

DESCRIPTION OF DIRECTED STUDY: (Attach additional sheets as necessary) _____

RATIONALE FOR DIRECTED STUDY: (AAUP see 9.1.4.1 of the AAUP Agreement; NMUFA see 16.10 of the NMUFA Agreement)
(Also include if faculty member is teaching more than one directed study this semester.)

IF APPLICABLE: In accordance with university policy, please substitute this Directed Study course with:

COURSE ID: _____ COURSE TITLE: _____ CREDIT HOURS: _____

which is used in the student's: Major Minor Concentration Other Required Courses/Electives

Print name of faculty member supervising the Directed Study

Signature of Success Advisor

Date

NMU IN of faculty member supervising the Directed Study

Signature of Department Head

Date

Signature of Faculty Member

Date

Signature of College Dean

Date

Signature of Student

Date

THE COMPLETED FORM WITH NECESSARY SIGNATURES MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE IN PERSON OR BY E-MAIL (SCHEDULE@NMU.EDU), TO HAVE A COURSE NUMBER ASSIGNED AND HAVE THE STUDENT REGISTERED.

Course Created

Sequence Number

Student Enrolled

**Northern Michigan University
Procedures for
Directed Study Form**

1. **The student** completes the top section of the directed study form. The student signs the form and brings the form to the supervising faculty member.
2. **The supervising faculty member** completes the middle section of the directed study form. The faculty member signs the form, and the form is sent to the student's faculty mentor.
3. **The success advisor** reviews and signs the directed study form, and the form is sent to the department head of the department offering the directed study.
4. **The department head** reviews and signs the form and forwards it to the appropriate dean.
5. **The dean** reviews and signs the form. The Dean's office sends the original form to the Registrar's office (a course sequence number will be assigned to the course and the student is registered for the course). The Registrar's Office keeps the original and faxes a copy the department. If the directed study is not for pay the process stops here.

If the directed study is for pay:

7. **The department** utilizes the EPS template to process payment. Payments will be processed as overloads.
8. **The department office** will retain a copy of the "Approval for Directed Study Form." Finalized copies of the EPS forms will be attached to the "Approval for Directed Study Form" for record keeping purposes within the department.