

BME 5990 or 7990 Guidelines for Directed Study

- 1) Prior to registering for these credits, a course instructor must be identified by the student. (BME faculty, adjunct, and joint faculty should be given first priority in selecting the Directed Study advisor. However, students may also work with COE, SOM, and life science faculty.)
- 2) The student and instructor must complete and file a Petition and Authorization for Directed Study form.
 - a) Please print the instructor's name after signature and identify their home dept.
 - b) Students working with BME faculty should list the unique CRN (Course Reference Number) on the form, which is available in the Schedule of Classes each term, under BME 5990 or 7990. If the instructor is outside of the department, student should list the Graduate Program Chair's CRN in the form. (Please consult with the advisor if unsure of current Graduate Program Chair in the department).
 - c) This form must describe the outline of the course, significance of the course to the graduate program, and manner in which the course is to be evaluated. Detailed information should be provided.
 - d) The number of credits the student wants to apply towards their degree must be clearly stated on the form. A common guideline is that the student should commit 4 hours/week per each credit (or about 30 to 40 clock hours of effective and intensive work in the term). M.S. students may count no more than 4 credits of Directed Study (BME 5990 or 7990) towards their degree. Ph.D. students may count no more than 16 credits of Directed Study towards their degree.
- 3) The course instructor must approve the plan for Directed Study and the Graduate Program Officer before an override for registration can be processed. (Submit the form to the Advisor, after obtaining the signatures, and an override will be granted to register for the requested credits.)
- 4) Instructors must email the BME Graduate Program Chair to confirm acceptance of the student and commit to upholding the grading policy of the BME Department.
- 5) The instructor is responsible for submitting the final grade for the Directed Study at the end of the term. If for any reason, the student is to be given a Deferred Grade (Y) at the end of the term, the instructor should email this information to the Graduate Program Chair.

**DOCTOR OF PHILOSOPHY
PETITION AND AUTHORIZATION for
DIRECTED STUDY**

The student's instructor and the departmental officer must approve this form. Registration in directed study will be authorized when all steps are completed. For information and further instructions, *see page 2*.

Student's Name _____ Access ID _____

Requests permission to register in BME 5990 or 7990 (please circle 1) with CRN _____ for _____ hours of credit. Students working with BME faculty should list the unique CRN (Course Reference Number) on the form, which is available in the Schedule of Classes each term, under BME 5990 or 7990. If the instructor is outside of the department, student should list the Graduate Program Chair's CRN in the form. (Please consult with the advisor if unsure of current Graduate Program Chair in the department).

Directed study is for the term _____ and the study is to be completed by _____

Credit hours earned in this course _____. Instructor _____

DESCRIPTION OF THIS STUDY. Discuss with faculty advisor before preparing the petition.

1. Course or project outline. (Include key reading assignment if applicable. Attach additional page if necessary).

2. Significance of the course or project to the student's doctoral program.

3. Manner in which the course will be evaluated (e.g. oral or written reports, midterm examination, essays, etc.)

APPROVALS

Instructor _____ Date _____

Departmental
Graduate Officer

Date

INSTRUCTIONS TO STUDENT AND ADVISOR

This report serves two purposes. First, it serves in lieu of a departmental course and is required under the principle that the University must keep a record of the work of each student in each course in undergraduate programs. Second, it affords a means whereby each student will receive appropriate permission for and assistance in planning a directed study.

Directed study is generally authorized only for the advanced student who has an important area of knowledge and/or work that should be included in their undergraduate program, but cannot be provided through available courses. The advisor should authorize a directed study only if the individual time and assistance necessary to carry it to completion can be given to the student.

POLICIES AND CRITERIA IN DIRECTED STUDY

Directed study is an excellent option in graduate work provided it fulfills the following criteria:

1. The study must be related to student's major field, and be a significant body of knowledge and/or work relevant to the student's degree program, purpose, and objectives.
2. The study must be at an advanced academic or professional level. It cannot duplicate work in any course previously taken or to be available while the student is earning a degree.

PROCEDURE

1. Registration in directed study must have advance approval of the student's faculty advisor and the Graduate Program Chair in the department. The directed study must be under the faculty advisor's supervision unless arrangements are made in advance that some other faculty member will direct the study.
2. The student must confer with his or her advisor before registration. The proposed directed study must be carefully planned, the availability of necessary materials should be verified, and the procedure for certifying credits (i.e., special examination or report) should be agreed upon. **Directed study petitions that do not provide detailed course descriptions will not be approved.**
3. Hours of credit should be estimated conservatively before the student registers. The appropriate amount of credit cannot always be determined in advance, but in no case should an hour of credit be certified for less than an anticipated 30 to 40 clock hours of effective and intensive work.

If the student registered for either fewer or more hours of credit than are warranted, after the study is completed, a Change of Elections should be submitted to add or drop the appropriate number of hours. If the student has registered for more hours than the completed study warrants, no refund will be allowed for the excess hours.