

**NORTHERN MICHIGAN UNIVERSITY
APPROVAL FOR DIRECTED STUDY**

DATE: _____

NMU IN: _____

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

ADDRESS: _____
(Street) (City) (State) (Zip Code)

TELEPHONE: _____ TELEPHONE: _____ EMAIL: _____
(Home) (Cell/Work)

Check One: Vocational Freshman Sophomore Junior Senior Post-Baccalaureate Graduate

TO BE COMPLETED BY SUPERVISING FACULTY MEMBER

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

TITLE: _____

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.)

[] for pay [] on load

Print name of faculty member supervising the directed study

NMU IN of faculty member supervising the directed study.

(Signature of Faculty Member)

Date

(Signature of Advisor)

Date

(Signature of Department Head)

Date

(Signature of Student)

Date

(Signature of College Dean and/or Asst. Provost
Graduate Ed & Research)

Date

NOTE: THE COMPLETED FORM WITH NECESSARY SIGNATURES MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE, C. B. HEDGCOCK, ROOM 2202, TO HAVE A COURSE SEQUENCE 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 advisor.
3. **The 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. (If it is a graduate level class, the form is then sent to the Assistant Provost for Graduate Education for signature.) The Dean's office (or Assistant Provost) 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:

6. **The department** utilizes the EPS template to process payment. Payments will be processed as overloads.
7. **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.