

## DIRECTED STUDY APPROVAL REQUEST

STUDENT ID	LAST NAME	FIRST NAME	PROGRAM & TRACK	EMAIL ADDRESS

The School of Nursing offers undergraduate and graduate students the opportunity to pursue study outside regular course offerings by allowing them, along with a faculty member, to design their own directed study course. Students interested in this option should first discuss the matter with their academic adviser. With the adviser's assistance, the student must identify a faculty member to supervise the Directed Study and to obtain appropriate approvals using the Directed Study Approval Request form. Students may earn up to three (3) credit hours for each Directed Study course in which they enroll. Once a Directed Study has been approved, the student may self-register.

### Directed Study Approval Process

1. Student schedules a meeting with their adviser to discuss an area of interest and identify a possible faculty sponsor.
2. Student contacts potential faculty member and if the faculty agrees to sponsor the directed study, works collaboratively with the student to develop a contract noting the Topic of Study and clearly defined deliverables.
3. Based on the contracted deliverables, the faculty will assign the course credit hours.
4. Student and faculty member complete the Directed Study Approval Request – with signatures.
5. Student uploads the Directed Study Approval Request to Regi (<https://links.emory.edu/REGI>)
6. The student will receive a signed copy of the document once approved by the program director. This agreement serves as a contract between the faculty member and the student and the student should retain a copy of the signed document for their records.
7. Once approved by the program director, the student **must register** for the course in OPUS.
8. Faculty are responsible for ensuring the Directed Study grade is entered online in OPUS at the end of the semester. The student should verify a final grade is awarded at the end of the semester by checking their transcript in OPUS.

<b>DIRECTED STUDY COURSE (CHECK ONE):</b>	
NRSR 497R (undergraduate course)	NRSR 695R (graduate clinical course)
NRSR 697R (graduate course)	NRSR 797R (PhD course)

<b>SEMESTER &amp; YEAR OF CHANGE (check one &amp; include year):</b>		
Fall: _____	Spring: _____	Summer: _____
<b>NUMBER OF CREDITS:</b>		
<b>FACULTY NAME</b>		
<b>TOPIC OF STUDY</b>		
<b>LETTER GRADE OUTCOME (CHECK ONE):</b>	Letter Grade	Satisfactory/Unsatisfactory

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Faculty Course Coordinator Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Program Director Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*