

## 04.STU.09

### UNDERGRADUATE DIRECTED INDIVIDUAL STUDY COURSES

(Revised January 29, 1999)

(Revised by the COB Ad. Council, January 5, 2005)

(Approved, COB Faculty, January 10, 2005)

(Reviewed April 2012)

(Revised and Approved by COB Faculty March 9, 2018)

Directed individual study (DIS) is a carefully planned special study of an academic topic not offered as part of the regular undergraduate curriculum. DIS is carried out as a tutorial under the direction of and evaluated by a full-time member of the faculty of the College of Business.

Generally, undergraduate students in the College are expected to enroll in regularly scheduled classes. In special circumstances, a DIS course may be taken by a student with approval of the Department Chair and the College's Dean.

The following guidelines should be followed:

Enrollment in DIS courses is restricted to advanced students who have demonstrated both academic ability and the capacity for independent work.

Enrollment is by application only, and must be approved by the instructor, the Department Chair and the Dean/Associate Dean.

Completed applications must be received by the last day to register or add a class of the semester of intended enrollment.

Students pursuing DIS should have a minimum GPA of 3.0 in their major.

A maximum of six semester hours of DIS credit may be counted towards the Bachelor of Business Administration degree.

Exceptions to the guidelines above may be granted on a case by case basis.

To initiate the process, the student checks with one of the College's full-time faculty members to find his/her willingness to supervise the study and completes the form with the help of the faculty member. **(A copy of the form can be obtained from the COB Advisors or found in 05.FOR.01 - Undergraduate Directed Individual Study Agreement).** Then, the form is given to the Department Chair and the Dean or Associate Dean for approval. If approved, copies are made for the instructor, the student, and the file. If approval is not given, the Academic Advisor or the student's faculty advisor will help the student in selecting other options.

Upon completion of the DIS course, the supervising faculty member must file with the Dean Office copies of tests, papers and/or other work submitted by the student.

**[See 05.FOR.01 - Undergraduate Directed Individual Study Agreement.](#)**