



Directed Study Authorization Form

A directed study is a class that is taken with one student and one instructor or in a small group. These classes are initiated at the direction of the PIHMA Registrar. This type of learning format is specifically designed for those students who are close to graduation and for those who require a course/s for graduation which is not being officially offered during the semester that the directed study is requested.

Directed study courses do not apply to practicum courses and students must have met all pre-requisites for the course being requested as a directed study. Students may not complete more than 9 credits of their program in a directed study format. Students within their first four semesters of the program will not be permitted to complete directed study courses.

The directed study course must have nine (9) documented contact hours during the course with a minimum of four (4) face-to-face meetings, two of which must be the first and last of the nine (9) contact hours. Approved contact includes face-to-face meetings, phone conferences, and internet-based forms of communication, i.e. Skype, social networking, email, etc. Meeting times must consist of academically relevant communication (a simple message via phone or email will not be considered as part of the 9 contact hours).

The student and the instructor will mutually agree upon the structure of the course and create a written document which confirms the agreement. This form is available through the Registrar's office and titled "Directed Study Form". Changes to the original agreement are to be documents, and must be mutually agreed upon by the student, instructor, and the Academic Dean.

Printed Name	Signature	Date	
Course Code	Course Title	Instructors	Credits
Course Description		Dates	
		Beginning Date: _____	End Date: _____
Reason for Request:			Grade:
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Student Name	Date	Faculty Name	Date
Dean of Academics	Date	Registrar	Date

