A directed study is a coherent, well-defined, and substantive reading and research project supervised by a faculty member, usually resulting in a major written document. **It is not credit for work experience.** Rather, it offers the student an opportunity to explore in detail a carefully defined area of special concern, as well as a chance to work under the close supervision of a faculty member. Counting as a Questrom elective, the directed study should be approved no later than the last day of the add/drop period; **it is billed as a four credit course**, unless otherwise indicated by the faculty member.

**Procedures for Directed Study Approval**

- The student should do preliminary research on subject selection, topic narrowing, and feasibility analysis with the guidance of the appropriate faculty member.
- This form should be obtained from the Undergraduate Program Office (Questrom Suite 102), or from the Forms page on our website (questromworld.bu.edu/upo).
- After consultation with the faculty member, the student should complete this Directed Study Application and attach a written description which clearly details the content and limits of the study. This form is left with the faculty member for approval consideration.
- If the application is approved by the faculty member, it is forwarded 1) to the Department Chair and then 2) to Erik Linnane in the Undergraduate Program Office to receive final approval (all applications must receive the above three signatures before final approval will be granted).
- After the Directed Study receives final approval, the Undergraduate Program Office will assign it a course number and register the student for the Directed Study.

**Restrictions**

- Only one directed study can be taken per semester.
- A maximum of two directed studies may be applied toward the Bachelor of Science in Business Administration degree, regardless of the number of credits that have been assigned to each.
- Directed Studies are not intended to grant credit for internships or work experience. Students who wish to earn academic credit for an internship should complete the SM395: Management Internship Application process.
- Directed Studies are academic courses for which tuition is charged and grades are assigned.
Step 1: In the space provided, legibly print or type the content of the proposed study and the requirements that will form the basis for the assignment of a final grade (Use additional paper if necessary).

I understand that directed studies are academic courses for which tuition is charged and grades are issued.

Student Signature: ___________________________ Date: ________________

Step 2:

Approve: ___________________________ Credits: ______
Deny: ___________________________ (2 or 4: to be determined by faculty member)

Faculty Member Signature: ___________________________ Date: ________________
Department Chair Signature: ___________________________ Date: ________________

Step 3:

Undergraduate Program Office: ___________________________ Date: ________________
Course Number: ___________________________