



Directed Study Application

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 Academic & Career Development Center (Questrom Suite 104), or from the Forms page on our website (questromworld.bu.edu/udc).
- 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 Meghan Mogan in the Undergraduate Academic & Career Development Center 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 UDC 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.
- Directed Studies cannot be taken on a pass/fail basis



Directed Study Application

Name: _____ BU ID: _____
 Email: _____ Phone: _____
 Faculty Name: _____ Semester: _____ Year: _____

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 Academic & Career Development Center: _____ **Date:** _____

Course Number: _____