

Directed Readings Application: College of Arts and Sciences

Check one: 4999 (for Undergraduate Requests) OR 6999 (for Graduate Requests)

Eligibility and Conditions: Directed Readings are designed to assist students who are within two semesters of graduation with a curriculum problem fulfilling the requirements for graduation.

Processing Steps: 1) Supervising faculty member will complete the form and submit it to the department's staff person who coordinates Directed Readings (DR Coordinator). 2) The DR Coordinator will complete the checklist below and forward the form to the Dean's Office (COASRegApprove@gsu.edu). 3) The Dean's office will notify the DR Coordinator of final approval or denial. 4) The DR Coordinator will communicate the status to the student and supervising faculty and assign a CRN and authorize the student to register for the course in Banner if approved.

Registration: This form does not constitute registration. A student must register for the course in the usual manner at the time of regular registration for the semester for which the credit is to be earned after approval has been granted.

Application Information

Student Name (Please print):

ID #:

Student GSU Email Address:

Major:

Directed Reading Area of Study:

Semester & Year:

of Credit Hours (1 - 4):

Program of Study

1. Directed Readings Topic:

2. Course Objectives, including bibliography (attach additional documents as appropriate):

3. Course Requirements MUST include participation method and / or presentations, examinations, research, etc.):

4. Grading Policy (percentage assigned to each requirement including participation, score assigned to each letter grade):

5. Frequency of meetings with supervising faculty member(at least once a week):

Approval Signatures

Faculty Member Name (Please print)	Date	Student Name (please print)	Date
Faculty Member Signature	Date	Student Signature	Date

****PLEASE CONTINUE TO NEXT PAGE.****

Checklist for 4999 / 6999

Directed Reading Coordinators: Please verify that the following conditions outlined by the university and specified by the Dean's office have been met and include this checklist when Directed Reading Applications are submitted to the Dean's Office (COASRegApprove@gsu.edu).

Student Name:

Student ID #:

The student is not using this class as a substitute for a "D" or "F" in another class.

The student is using this class as a stand-alone course, not as a replacement for a prospective classroom course that the department stipulates for accruing hours required in the major.

The student has no more than two terms remaining to graduate.

The student has administrative or scheduling difficulties that preclude enrollment in a regularly scheduled course on the topic in question.

The 4999 / 6999 form includes ALL the following:

a reading list / bibliography.

participation in the grading criteria that is worth no more than 15% of the total grade.

a grading criteria that equals 100%.

The course is facilitated by a tenured faculty member. If not, provide title:

The 4999 / 6999 form CRN # is:

By signing this document, the student and faculty member affirm that the above listed conditions have been met.

Department Chair Name

Directed Reading Coordinator Name

Department Chair Signature

Directed Reading Coordinator Signature

Date

Date