

**NORTHERN MICHIGAN UNIVERSITY
APPROVAL FOR DIRECTED STUDY**

DATE: _____ NMU IN: _____

NAME: _____
(Last) (First) (M.I.)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

TELEPHONE: _____ TELEPHONE: _____ EMAIL: _____
(Home) (Cell/Work)

Check One: Vocational Freshman Sophomore Junior Senior Post-Baccalaureate Graduate

TO BE COMPLETED BY SUPERVISING FACULTY MEMBER

Has permission to enroll in COURSE I.D.: _____ DEPARTMENT: _____

TITLE: _____

CREDIT HOURS: _____ SEMESTER: _____ YEAR: _____ MAJOR: _____

DESCRIPTION OF DIRECTED STUDY: (Attach additional sheets as necessary) _____

RATIONALE FOR DIRECTED STUDY: (AAUP see 9.1.4.2 of the AAUP Agreement; NMUFA see 16.11 of the NMUFA Agreement)
(Also include if faculty member is teaching more than one directed study this semester.)

for pay banked on load

Print name of faculty member supervising the directed study

NMU IN of faculty member supervising the directed study.

(Signature of Faculty Member) Date

(Signature of Advisor) Date

(Signature of Department Head) Date

(Signature of Student) Date

(Signature of College Dean and/or Graduate Dean) Date

NOTE: THE COMPLETED FORM WITH NECESSARY SIGNATURES MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE, C. B. HEDGCOCK, ROOM 2202, TO HAVE A COURSE SEQUENCE NUMBER ASSIGNED TO THE COURSE.

Course Created

Sequence Number

Student Enrolled

Northern Michigan University
Procedures for
Directed Study Form

1. **The student** completes the top section of the directed study form. The student signs the form and brings the form to the supervising faculty member.
2. **The supervising faculty member** completes the middle section of the directed study form. The faculty member signs the form, and the form is sent to the student's advisor.
3. **The advisor** reviews and signs the directed study form, and the form is sent to the department head of the department offering the directed study.
4. **The department head** reviews and signs the form and forwards it to the appropriate dean.
5. **The dean** reviews and signs the form. (If it is a graduate level class, the form is then sent to the Graduate dean for signature.) The Dean's office (or Graduate Dean) sends a copy of the form to the Registrar's office (a course sequence number will be assigned to the course), and retains a copy for their records. The original form is sent to the department. If the directed study is not for pay or to be banked, the process stops here.

If the directed study is for pay or to be banked:

6. **The department** utilizes the Employment Processing System to process payment. Payments will be processed as Overloads. The "comments" section will state the title of the course, course ID, the number of credits being paid or banked, and whether it is to be paid or banked. **NO STUDENT INFORMATION WILL BE INCLUDED ON THE EPS FORM.**
7. **The department office** will retain the original "Approval for Directed Study Form." Finalized copies of the EPS forms will be attached to the "Approval for Directed Study Form" for record keeping purposes within the Department.