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 S	Study	
1. Directed Readings Topic:		
2. Course Objectives, including bibliography (attach additional d	locuments as appropriate):	
3. Course Requirements MUST include participation method and / or presentations, examinations, research, etc.):		
 Grading Policy (percentage assigned to each requirement incletter grade): 	cluding participation, score assigned to each	

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

Approval Signatures

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

Faculty Member Signature

Student Signature Date

Date

PLEASE CONTINUE TO NEXT PAGE.

Checklist for 4999 / 6999

Directed F	by the Dear Reading Ap	fy that the following conditions outlined by the university and specified n's office have been met and include this checklist when Directed oplications are submitted to the Dean's Office Approve@gsu.edu).	
Student Name:		Student ID #:	
	The student is not using this class	ss 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 to	vo terms remaining to graduate.	
	The student has administrative or regularly scheduled course on the	or scheduling difficulties that preclude enrollment in a ne topic in question.	
	The 4999 / 6999 form includes	ALL the following:	
	a reading list / bibliogra	phy.	
	participation in the grading criteria that is worth no more than 15% of the total grade.		
	a grading criteria that e	quals 100%.	
	The course is facilated by a tenu	red faculty member. If not, provide title:	
	The 4999 / 6999 form CRN # is:		
By signing	g this document, the student and f	aculty member affirm that the above listed conditions have been met.	
Depar	tment Chair Name	Directed Reading Coordinator Name	
Depar	tment Chair Signature	Directed Reading Coordinator Signature	
Date		Date	