

**PETITION AND AUTHORIZATION FOR DIRECTED STUDY
LIS 7990 (1 – 3 credits)**

This form must be approved by the student's graduate advisor, the Director of the Library and Information Science Program and the Dean of University Libraries.

Registration for directed study hours will be authorized when all steps are completed. **Student is responsible for registering in Pipeline upon authorization.** See attachment for further instruction.

Student's Name _____ Date: _____
Last First Middle

Student Number (9 digits) _____ WSU E-mail _____

The above student requests permission to register in LIS 7990 for _____ hours of credit to be earned through directed study for the term ending _____.

Study is to be completed by _____.
Semester

DESCRIPTION OF STUDY

Discuss with your advisor before defining nature, scope and significance. Authorization of directed study will be based on your formal written proposal including the following:

1. Summary statement describing the work to be done.
2. Description of the significance of the planned study.
3. Definition of the scope of the study to be undertaken.
4. Description of the methodology that will be employed to conduct the study.
5. Description of the end product that will be submitted for evaluation and grading.
6. A time frame for the study and a date for completion of the study and submission of the end product.
7. A statement from the instructor(s) indicating the bases for assessment and grade to be received.

PLEASE ATTACH A SEPARATE SHEET ADDRESSING THE ABOVE.

ADVISOR'S APPROVAL

[] I approve the above directed study and can give the necessary time to direct the work.

[] I approve the study; the work will be done under the direction of _____
Name of Instructor

Date _____ Advisor's Signature _____

AUTHORIZATION

The above registration was authorized by:

Director, Library and Information Science Program Date

Dean, University Libraries Date

INTERPRETATION TO STUDENT AND ADVISOR DIRECTED STUDY

This report serves two purposes. First, it serves in lieu of a departmental course description and is required under the principle that the University must keep a record of the work of each student in each course in graduate programs. Second, it affords a means whereby each student will receive appropriate permission for and assistance in planning a study.

Directed study is generally authorized only for the advanced student who has an important area of knowledge and/or work that should be included in a graduate program but cannot be provided through available courses. The advisor should authorize a directed study only if the individual time and assistance necessary to carry it to completion can be given to the student.

POLICIES AND CRITERIA IN DIRECTED STUDY

1. The study must be in, or related to, the student's major field, and be a significant body of knowledge and/or work relevant to the student's degree program, purposes, and objectives.
2. The study must be at an advanced academic or professional level. It cannot duplicate work in any courses previously taken or to be available while the student is earning a degree.

PROCEDURE

1. Registration in directed study must have advance approval of the student's advisor and advance authorization of the Director of the Library and Information Science Program and the Dean of the University Libraries and the Library and Information Science Program. The Study must be under the advisor's supervision unless arrangements are made in advance that some other graduate faculty member will direct the study.
2. The student must confer with his or her advisor before registration; the proposed study must be carefully planned, the availability of necessary materials should be verified, and the procedure for certifying credit (i.e., special examination or report) should be agreed upon.

The hours of credit for which the student will register will be decided by the faculty member directing the study. At a minimum, an hour of credit will entail at least 40 hours of intensive study and research.

If the student registered for either fewer or more hours of credit than are warranted, after the study is completed, a Change of Election should be submitted to either add or drop the appropriate number of hours. If the student has registered for more hours than the completed study warrants, no refund will be allowed for the excess hours.