

GORDON COLLEGE
REGISTRAR'S OFFICE

REQUEST FOR GUIDED STUDY

Instructions - See the reverse of this form for deadlines, definitions and guidelines. If approved, this form will serve as your registration for the course. The student and faculty member and advisor will receive a copy of this form.

Name _____ ID # _____ Date _____

Major(s) _____ Semester to be taken _____

Title of course you are requesting to take as a guided study:

Course ID _____ Title _____ Credits _____

Is this course required? ___ Yes ___ No

Reason for requesting the guided study. Check the appropriate statement.

_____ To resolve conflict between required courses. Indicate conflicting course:

Course ID _____ Title _____ Day _____ Time _____

_____ Required course not offered during term needed.

What **additional** work or additional attendance will be required to replace class attendance?

What weekly meeting times have been arranged? (Minimum of 1 hour a week.) Day(s) _____ Time _____

Is there an additional/lab fee for this course? ___ Yes ___ No If yes, indicate amount of fee \$ _____

Obtain all signatures indicating approval for the following:

Supervising faculty member _____ Date _____

Please print faculty name _____

Advisor's signature _____

Department chair's signature _____

REQUEST APPROVAL/DENIAL

_____ Approved – Your registration has been changed to reflect the increase in credits. If necessary Student Financial Services will adjust your tuition. Check the Academic Catalog for tuition information.

_____ Denied – Your request to take a guided study has been denied.

_____ Course is not required for major

_____ Course could have been taken as scheduled

_____ Request submitted after deadline

_____ Incomplete form

Registrar

Date

GUIDED STUDIES

Policy and Guidelines

Policy

1. Guided studies are tutorials which fulfill all requirements for a course listed in the catalog. To be eligible a student must have:
 - a. Shown that the course could not be taken as a regularly scheduled course.
 - b. Shown that the course is required.
 - c. Met prerequisites for the course.
 - d. Received approval of the supervising professor, the academic advisor, the department chair and the Registrar.
2. Guided studies are considered for the following reason(s) only:
 - a. To resolve a conflict between **required** courses.
 - b. To substitute for a required course not offered during the term needed.
3. Credit earned in a guided study must be the same as credit indicated in the catalog.

Guidelines

1. Additional work is required to replace class attendance.
2. Students are required to meet with the supervising faculty member a minimum of one hour a week.
3. Faculty are limited in the number of independent courses they may supervise, therefore all requests cannot be approved. A guided study is a privilege extended to the student by the consenting faculty member. It is not a given.

Deadline

Completed guided study applications must be submitted to the Registrar's Office **and** approved no later than the fifth day of classes (the end of the add/drop period) for the fall and spring semesters. In the case of summer enrollment the deadline is June 1. Requests submitted after the deadline may be denied or the student may be required to resubmit it with an academic petition form.