



GALEN
UNIVERSITY

Office of the Registrar
▪ Tel: (501) 824 - 3226

Application for Directed Course

Procedure for Correct Processing:

1. All appropriate signatures must be obtained before approval is given.
2. This form must be completed and returned to the Office of the Registrar prior to the beginning of each semester in which the student is to be registered for a Directed Course.
3. All of the following information must be filled in before the class will be applied to the student's record.

Full Legal Name: _____
Last Name First Name Middle

Student ID No.: _____ Telephone No.: _____

Major: _____ Minor (If applicable): _____

Semester & Academic Year: _____

Cumulative GPA: _____

Course Name: _____

Course Code: _____

Number of Credits: _____

Start Date of Directed Course: _____

End Date of Directed Course: _____

Faculty Supervisor of Directed Course: _____

Type of Directed Course (check one): Required Elective

The course syllabus must accompany your Directed Course Form. See your faculty supervisor for details.

All Signatures must be obtained before the Student is registered.

_____	_____
Student Signature	Date
_____	_____
Faculty Supervisor	Date
_____	_____
Dean of Faculty	Date

FOR OFFICIAL USE ONLY

Finance Office

Registrar's Office

Processed By: _____
Invoice No.: _____
Date: _____

Processed By: _____
Date: _____

Provost Office

I authorize this Directed Study course. _____

Provost Signature

Directed Course Guidelines

A student, with the approval of his or her Academic Adviser and Dean, may register for a course not currently offered on the semester schedule, but which appears on the student's pathway. He or she may do so under very extreme circumstances – such as the student is in his or her final year of his or her academic program, and the course will not be scheduled during the remaining time at Galen. *Students are not allowed to do Courses by Directed Study if the intended courses will be offered in any subsequent semester prior to the end of their career at Galen.* In all cases, the student must seek the approval of his or her Dean to take a course by Directed Study.

A student may not take more than three such courses throughout his or her 4 year degree program, and only two as a student transferring into the third year of a 4 year program.