

· 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:		-		
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 C	ourse:	-		
Type of Directed Course (check	one):	□ Required	Elective	
The course syllabus must	accompany	your Directed Co	ourse Form. See yo	our faculty supervisor for details.
Il Signatures must be obtained	d before the	Student is regist	ered.	
	Student Signature			Date
	Faculty Supervisor			Date
	Dean of Faculty			Date
		FOR OFFICIAI	LUSE ONLY	
Finance Office				Registrar's Office
Processed By:			Processed By:	
			Date:	
Invoice No.: Date:				

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 extremecircumstances – 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 mustseek 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.