

**Instructions** - Please read the attached definition and guidelines for guided studies. If approved, this form will serve as your registration for the course. Please return this completed form to the Registrar's office.

Name \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

Major(s) \_\_\_\_\_ Semester to be taken \_\_\_\_\_

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

\_\_\_\_\_ Credits \_\_\_\_\_  
Course ID      Title

Is this course required?  Yes  No

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

To resolve conflict between required courses that cannot be taken via NECCUM or during summer term. Indicate conflicting course:

\_\_\_\_\_

Course ID	Title	Day	Time
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Required course not offered during term needed and cannot be taken via NECCUM, during summer term or resolved by course substitution.

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 \_\_\_\_\_

Obtain all signatures indicating approval for the following:

Supervising faculty member \_\_\_\_\_ Date \_\_\_\_\_

Please print faculty name \_\_\_\_\_

Advisor's signature \_\_\_\_\_

Department chair's signature \_\_\_\_\_

# GUIDED STUDIES

## Definition and Guidelines

### Definition

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, and the department chair.
2. Guided studies are considered for the following reason(s) only:
  - a. To resolve a conflict between **required** courses.
  - b. To accommodate when a required course is not offered during the term needed and the course requirement cannot be resolved by another alternative such as NECCUM, summer course or course substitution.
3. Credit earned in a guided study must be the same as credit indicated in the catalog.

### Guidelines

1. Guided Studies are for rare and exceptional cases; therefore, not all requests may be approved. A guided study is a privilege extended to the student by the consenting faculty member. It is not a given.
2. Additional work is required to replace class attendance.
3. Students are required to meet with the supervising faculty member a minimum of one hour a week.

### Deadline

Completed guided study applications must be submitted to the **Registrar's office** 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.