

Kenai Peninsula College

UNIVERSITY of ALASKA ANCHORAGE

DIRECTED STUDY

Students must keep a copy of all supporting documents for Directed Studies. This form will not be processed unless it is complete with all signatures. Students are to bring their completed paperwork to the Enrollment Services Office, located in the KPC Campus Services, for processing Directed studies are approved catalog courses (not including practicum, internship, thesis, individual research, and selected topic courses).

SEMESTER SPRING ____ SUMMER ____ FALL ____ Year _____

Date _____

Student ID _____

Email Address _____

OFFICE USE

Date _____ Initials _____

Course Reference Number _____

Name (printed) Last _____

First _____

Middle _____

Phone Number _____

DIRECTED STUDY

I request permission to register for a Directed Study. A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester.

The catalog course is:

Department _____

Course # _____

Title _____

I understand that if approved I will be registered for this course for the semester for which it's built and assessed appropriate tuition fees.

Student Signature _____

Date _____

FACULTY/INSTRUCTOR OF RECORD

Regular (tenure track or term) Faculty

Faculty/Instructor Printed Name _____

ID _____

Faculty/Instructor Signature _____

Date _____

College Director or Designee Signature _____

Date _____

Directed Study Checklist:

1. Determine course - must be a permanent catalog course not being offered current semester. See *catalog Chapter 7 for full definition and instructions.*
2. Obtain Instructor/Department Approval (tenure track or term) faculty member must sign Directed Study Form).
3. Obtain College Director's Signature (or Designee).
4. KRC students should deliver the *Directed Study & Schedule Change Forms* to KRC Campus Services. KBC students should deliver these forms to KBC Student Services. AES students should ask their instructor or program assistant to fax the forms to KRC Campus Services.
5. Allow 3 days for processing (must submit minimally 1 week prior to deadline to register)
6. Understand that by submitting *Directed Study & Schedule Change Forms* to KPC Campus Services, student will be registered for and financially responsible for requested course.

Note:

- it is the student's responsibility to ensure all signatures are obtained and form is turned in to the KPC Campus Services
- it is the student's responsibility to ensure that they are registered for the course prior to registration deadlines and that tuition and fees have been paid
- retroactive registration is not permitted