A directed study is a coherent, well-defined, and substantive reading and research project supervised by a faculty member, usually resulting in a major written document. **It is not credit for work experience.** Rather, it offers the student an opportunity to explore in detail a carefully defined area of special concern, as well as a chance to work under the close supervision of a faculty member. Counting as a Questrom elective, the directed study should be approved no later than the last day of the add/drop period; **it is billed as a four credit course**, unless otherwise indicated by the faculty member.

**Procedures for Directed Study Approval**

- The student should do preliminary research on subject selection, topic narrowing, and feasibility analysis with the guidance of the appropriate faculty member.
- This form should be obtained from the Undergraduate Academic & Career Development Center (Questrom Suite 104), or from the Forms page on our website (questromworld.bu.edu/udc).
- After consultation with the faculty member, the student should complete this Directed Study Application and attach a written description which clearly details the content and limits of the study. This form is left with the faculty member for approval consideration.
- If the application is approved by the faculty member, it is forwarded 1) to the Department Chair and then 2) to Meghan Mogan in the Undergraduate Academic & Career Development Center to receive final approval (all applications must receive the above three signatures before final approval will be granted).
- After the Directed Study receives final approval, the UDC will assign it a course number and register the student for the Directed Study.

**Restrictions**

- Only one directed study can be taken per semester.
- A maximum of two directed studies may be applied toward the Bachelor of Science in Business Administration degree, regardless of the number of credits that have been assigned to each.
- Directed Studies are not intended to grant credit for internships or work experience. Students who wish to earn academic credit for an internship should complete the SM395: Management Internship Application process.
- Directed Studies are academic courses for which tuition is charged and grades are assigned.
- Directed Studies cannot be taken on a pass/fail basis
Name: ____________________________  BU ID: ________________________
Email: ____________________________  Phone: ________________________
Faculty Name: ______________________  Semester: ________  Year: ________

**Step 1:** In the space provided, legibly print or type the content of the proposed study and the requirements that will form the basis for the assignment of a final grade (Use additional paper if necessary).

![Blank space for description]

*I understand that directed studies are academic courses for which tuition is charged and grades are issued.*

Student Signature: ____________________________  Date: ________________

**Step 2:**

Approve: ____________________________  Credits: ________
Deny: ____________________________  (2 or 4: to be determined by faculty member)

Faculty Member Signature: ____________________________  Date: ________________
Department Chair Signature: ____________________________  Date: ________________

**Step 3:**

Undergraduate Academic & Career Development Center: ____________________________  Date: ________________

Course Number: ____________________________