

Directed Readings, Special Studies, Independent Lab Research

1. Purpose

Directed Readings (DR) and Special Studies (SS) are variable-credit courses created *ad hoc* each semester, typically offered by departments within the Humanities and the Fine Arts Divisions, to provide opportunities for advanced undergraduate students, under the direction of a faculty mentor/evaluator, to engage in deeper and/or more narrowly focused study of a topic not covered by regularly offered courses.

Independent Lab Research (ILR) courses are variable-credit courses, typically offered by departments within the Social Sciences Division, that provide qualified undergraduate students the opportunity to engage in lab-based research under the direction of a faculty mentor/evaluator.

2. Criteria

- **Credit Value:**
 - DR/SS/ILR courses may be taken for one, two, or three credits.
 - The credit value of a DR/SS/ILR course should be determined by the faculty mentor/evaluator and department DUS based on the duration, content, and rigor of the proposed study.
- **Grade Mode:**
 - One- and two-credit DR/SS/ILR courses may use the Satisfactory/Unsatisfactory grade mode or the Standard Letter grade mode at the discretion of the faculty mentor/evaluator and department DUS.
 - Grade mode cannot be changed after the DR/SS/ILR course begins.
 - Three-credit DR/SS/ILR courses must use the Standard Letter grade mode.
 - When the Standard Letter grade mode is used, DR/SS/ILR courses are ineligible for the Pass/Fail Option (see *Undergraduate Academic Code*, 3.3.11).
- **Duration and Instructional Contact Time:**
 - Students in DR/SS/ILR courses must meet regularly with their faculty mentor/evaluator throughout the semester according to the following minimums:
 - 3-credit DR/SS/ILR course: minimum of 15 hours of total contact time spread over at least 15 weeks.
 - Add deadline: no later than the sixth day of classes (= standard enrollment deadline)
 - Drop deadline: standard semester drop deadline
 - 2-credit DR/SS/ILR course: minimum of 10 hours of total contact time spread over at least 10 weeks.
 - Add deadline: no later than the Monday of the fifth week of the semester *
 - Drop deadline: Friday of the sixth week of the DR/SS/ILR course *
 - 1-credit DR/SS/ILR course: minimum of 5 hours of total contact time spread over at least 5 weeks.
 - Add deadline: no later than the Monday of the tenth week of the semester *
 - Drop deadline: Friday of the third week of the DR/SS/ILR course *
 - * For 1- and 2-credit DR/SS/IRL courses that span a full semester, the standard semester add and drop deadlines apply.
 - All DR/SS/ILR courses in the Summer Session must span the full six-week session and meet the contact minimums listed above.
 - Add deadline: no later than the Thursday of the first week of six-week session
 - Drop deadline: Monday of the fourth week of six-week session (Tuesday of the fourth week, if July 4 falls on a Monday)
- **Eligibility:**
 - Since DR/SS/ILR courses are opportunities for more-advanced and/or narrowly-focused work, the following criteria apply:
 - Students must have satisfactorily completed at least two courses within the relevant field of study prior to undertaking the proposed DR/SS/ILR course.
 - Students should have a minimum cumulative GPA of 3.5 or higher.
 - DR/SS/ILR courses may not duplicate or substantially overlap in content with regularly offered courses.

3. Countability

- DR/SS/ILR courses do not satisfy University or College Core Curriculum requirements, but DR/SS/ILR credits count toward the 122-credit minimum to be eligible for the AL degree.
- If and how DR/SS/ILR courses might count for program requirements is at the discretion of the relevant DUS.

4. Approval Process

- **Request:**
 - Students must make a formal request to the faculty mentor/evaluator and DUS no later than two weeks prior to the proposed start of the DR/SS/ILR course.
- **Syllabus:**
 - Student and faculty mentor/evaluator design a syllabus with the following elements:
 - Reading list (where relevant)
 - Assignments/deliverables (e.g. - papers, artistic productions, presentations, lab reports, etc.) and grade distribution
 - Schedule of meetings (including instructional contact time total)
 - Attendance policy
- **Approval Form:**
 - Student submits proposed syllabus and DR/SS/ILR Form (below) to the [relevant DUS](#) and [undergraduate dean](#) for approval.
- **Registration:**
 - Once all approvals have been granted, students must return the approval form to the relevant DUS for DR/SS/ILR course creation (where necessary) and request override approval to register.
 - Students are responsible for officially registering for approved DR/SS/ILR courses through NOVO (or Add eForm after enrollment period) by the deadlines listed above. Completion of the approval form below does not constitute registration.



Directed Readings, Special Studies, Independent Lab Research Approval Form

Student Information	
Name:	NDID#:
Classification: (e.g. first-semester junior)	Email:

Eligibility Information	
List Completed Related Coursework: (Students must have satisfactorily completed at least two courses within the relevant discipline prior to undertaking the proposed DR, SS, or ILR.)	Duplication/Overlap?: (Does the proposed DR, SS, or ILR course duplicate or substantially overlap in content with a regularly offered course?)

Proposed Course Information				
Type: (DR, SS, or ILR)	Credits: (1, 2, or 3)	Grade Mode: (S/U or Standard)	Start Date:	End Date:
Faculty Mentor/Evaluator:			Department:	
Title/Topic: (Include a brief description.)				

Signatures and Approvals		
Student		Date:
Faculty Mentor/Evaluator		Date:
DUS		Date:
Undergraduate Dean		Date: