



Martin  
**LUTHER**  
UNIVERSITY COLLEGE

Federated with  
**Wilfrid Laurier**  
University

## **Martin Luther University College Policy for Directed Study Courses**

### I. Purpose of a Directed Study Course

A directed study course is provided by the faculty of Martin Luther University College (Luther) so that:

- students may pursue unique academic interests which might not attract enough interest to mount a full course
- students whose curricular needs that are not otherwise accommodated might be well-served
- the faculty might provide flexibility in course offerings and scheduling.

### II. Limitations on a Directed Study Course

#### A. General Limitations

A directed study course is an exception to courses normally taught via in-class or on-line delivery. A student is only allowed to take a directed study course by permission of the Academic Advisory Committee (AAC), which acts on a request submitted via the Request for a Directed Study form (see link below). A directed study course will normally only be taken from a regular, full-time member of the Luther faculty. Directed study courses are not intended to make up a significant portion of a student's curriculum. A directed study course is subject to the limitations listed below and will normally be registered as a one-term, three-hour per week course (equivalent to 36 instructional hours) requiring work equivalent to any three-hour course. Directed studies are not offered for a subject which is being offered as a regular course in the same term. A directed study may not be offered in lieu of a required course except with permission of the AAC. Courses which require a significant in-class component (e.g., preaching, group work, reading peer essays) will not be offered by directed study. In every case, Luther discourages students from taking a directed study for a subjects that are offered as regular courses.

#### B. Limitations on Students

Students may normally take no more than one half-credit directed study course in any one term. Students should be mindful that in particular instances faculty may not be available to supervise a directed studies.

Graduate students may normally take no more than two (2) half-credit courses toward a degree through directed study.

Honours undergraduate students who have completed 5.0 credits (ten half-credits) are allowed up to 3.0 credit hours (six half-credits) of [irregular courses](#)<sup>1</sup>, which includes both directed studies and special topics courses.

#### C. Limitations on Faculty

Faculty will normally supervise no more than one (1) directed study in any term and no more than two (2) in any academic year. Directed studies do not count toward the normal teaching load nor do they merit compensation for full-time members of the faculty. Faculty will normally offer directed studies within their area of expertise. In agreeing to the appropriateness of any directed study, the faculty person will consider the particular student's development and ability to complete the study successfully.

#### D. Modified Courses

In consultation with Luther's administration, undersubscribed courses may be cancelled or modified in the format of a directed study. If a regular course becomes modified, it is not considered a directed study for students.

Modified courses will normally be considered as part of a faculty member's regular teaching load.

### III. Procedures for Directed Studies

A student must register for a directed study course as part of their normal registration. Request for a directed studies is due two (2) months before the term in which the directed study is to be taken. The following steps should be followed to make sure that the student is registered for the course and due credit is received.

#### A. Initial request

The student should petition the Academic Advisory Committee (AAC) for permission to take a directed study as per [link]. Please note that it is imperative that, in consultation with the proposed instructor, the student outlines the following direct study components:

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<sup>1</sup> This includes all courses denoted as directed studies or special topics, and is subject to special regulations.

1. Directed study goal and outcomes in relationship to the student's program
2. Required reading
3. Evaluation criteria including assignments, weight and due dates
4. Meeting schedule

#### B. Approval process

The AAC will review the request with appropriate documents as outlined above. Please note: the student must confirm an instructor's agreement to teach the directed study. AAC may allow the request, deny the request, or ask the student to modify the directed study components. If modifications are requested, the student is responsible to provide these modifications (in consultation with the proposed instructor) before the next AAC meeting. The request for a particular instructor may be denied by AAC, in which case, if the directed study request is allowed in principle, the AAC will attempt to find an alternate instructor. This will be communicated to the student within two weeks of the AAC meeting. If the suitable instructor cannot be found the request will be denied. If the student agrees to the replacement, the process moves to the next stage.

#### C. Completion of the Directed Study Syllabus

Once the directed study is approved, the instructor will insert the material from the directed study components into the current Luther syllabus template. The syllabus will be submitted to the Assistant Dean and the Student Advisor and Admissions Coordinator. This will complete the application process.

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