

**ROLLINS SCHOOL OF PUBLIC HEALTH**  
**Office of Student Services**

**PROPOSAL FOR A DIRECTED STUDY**

Name \_\_\_\_\_ ID# \_\_\_\_\_ #credit hrs. \_\_\_\_\_

Semester to be enrolled (semester and year): \_\_\_\_\_

Topic \_\_\_\_\_

Instructor \_\_\_\_\_

(Emory faculty member to supervise this Directed Study)

How many Directed Study credits have you taken previously? \_\_\_\_\_

I. Objectives of the Directed Study

II. Study Design (How will you meet these objectives?)

III. Study Project (i.e. papers, reading lists, etc.)

IV. Evaluation

A. Grading Basis:                      Graded                      Satisfactory/Unsatisfactory                      Audit

B. How will your grade be determined? Use percentages: ex. 70% paper, 30% readings.

V. How does this Directed Study relate to your program of study or career objectives?

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Department Chair or Approved Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Department's Chair or Approved Designee

\_\_\_\_\_  
Date

With department permission, an email may be attached in lieu of electronic or physical signatures.  
Your signature indicates you have read the procedures on the reverse side and agree with those procedures.

## **PROCEDURE FOR APPROVAL OF A DIRECTED STUDY**

A student may enroll in a maximum of three (3) hours per course of Directed Study coursework. The following procedures and conditions are required for approval.

1. Consult with the ADAP in completing the Proposal for Directed Study
  - A Proposal for Directed Study Form can be found on the Enrollment Services website:  
[https://sph.emory.edu/rollins-life/documents/directedstudy10\\_11.pdf](https://sph.emory.edu/rollins-life/documents/directedstudy10_11.pdf)
2. Obtain the approval and signature on the proposal form from the Directed Study instructor and Chair/Director and submit to the ADAP
  - The Department Chair/Director may approve up to three (3) credit hours of Directed Study
  - Proposals for Directed Study which are more than three (3) credit hours of academic credit, require approval from the Executive Associate Dean of Academic Affairs
3. Register for the Directed Study course after receiving approval from the ADAP
  - The Proposal for Directed Study must be submitted and approved **prior** to the student's enrollment in the Directed Study course
  - Students who register for a Directed Study course without prior approval, risk not being able to have the credit applied toward their degree

### **DIRECTED STUDY CREDIT HOUR LIMIT**

The maximum number of total Directed Study credit hours can not exceed seven (7) hours.