

**Petition and Authorization for Graduate Directed Study and Directed Research:  
Special Problems in KHS (KHS 7990)**

**Directions:** The completed form is submitted to the Graduate Education Office (489, Education). Registration should only occur after the directed study/research has been approved. **Students classified as Pre-Master's or Post Masters are not eligible to engage in directed study/research.** Additional information and further instructions are attached.

_____ Name (First, Middle Initial, Last)	_____ WSU ID Number (9 digits)	_____ Term & Year of Registration
_____ E-Mail Address	Select Your Program:	
_____ Address	<input type="checkbox"/> Master's	<input type="checkbox"/> Doctor of Philosophy
_____ City, State & Zip		
_____ Phone Number(s)		

**List the KHS 7990 Course Reference Number (CRN), the number of credit hours for registration, and the number of credit hours previously completed in KHS 7990:**

CRN (5 digits): \_\_\_\_\_ Credit Hours 1-3 (Max. 9): \_\_\_\_\_ Credit Hours previously completed: \_\_\_\_\_

**Description of Study/Research (in agreement with the advisor and instructor, describe the nature, scope and significance of the study/research. The study/research cannot duplicate the content of an existing course. Attach additional pages as necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The date the study/research is to be completed by:** \_\_\_\_\_

**Advisor's Approval**

I approve the above Directed Study/Research and I can give the necessary time to direct the work.

I approve the above Directed Study/Research under the direction of: \_\_\_\_\_  
Name of Instructor

I can give the necessary time to direct the work: \_\_\_\_\_  
Signature of Instructor (if not advisor) Date

_____ Signature of Advisor	_____ Date	_____ Signature of Student	_____ Date
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**Authorization for the above registration granted by:** \_\_\_\_\_  
Signature of Graduate Officer Date

## INSTRUCTIONS TO STUDENT AND ADVISOR

This report serves two purposes. First, it serves in lieu of a departmental course and is required under the principle that the University must keep a record of the work of each student in each course in graduate programs. Second, it affords a means whereby each student will receive appropriate permission for and assistance in planning a directed study/research.

Directed study/research is generally authorized only for the advanced student who has an important area of knowledge and/or work that should be included in a graduate program, but cannot be provided through available courses. The advisor should authorize a directed study/research only if the individual time and assistance necessary to carry it to completion can be given to the student.

## POLICIES AND CRITERIA IN DIRECTED STUDY/RESEARCH

Directed study/research is an excellent procedure in graduate work provided it fulfills the following criteria:

1. The study/research must be related to student's major field, and be a significant body of knowledge and/or work relevant to the student's degree program, purpose, and objectives.
2. The study/research must be at an advanced academic or professional level. It cannot duplicate work in any course previously taken or to be available while the student is earning a degree.

## PROCEDURE

1. Registration in directed study/research must have advance approval of the student's advisor and the Graduate Officer in the College of Education. The directed study/research must be under the advisor's supervision unless arrangements are made in advance that some other graduate faculty member will direct the study/research.
2. The student must confer with his or her advisor before registration. The proposed directed study/research must be carefully planned, the availability of necessary materials should be verified, and the procedure for certifying credits (i.e., special examination report) should be agreed upon. **Directed study/research petitions that do not provide detailed course descriptions should not be approved.**
3. Hours of credit should be estimated conservatively before the student registers. The appropriate amount of credit cannot always be determined in advance, but in no case should an hour of credit be certified for less than an anticipated 30 to 40 clock hours of effective and intensive work. After the study/research is completed and if the student registered for either fewer or more hours of credit than are warranted, the advisor is to be notified immediately. If the student has registered for more hours than the completed study/research warrants, no refund will be allowed for the excess hours.