BUS 497 DIRECTED STUDY
Requirements and Procedures For Enrollment

Course Description: Directed Study- Research in fields of special interest or supervised study covering areas not specifically included in the curriculum may be undertaken under the direction of a faculty member and with the consent of the Associate Dean of Academic Programs.

Requirements:

1. A student must have a 3.0 cumulative grade point average in order to enroll in BUS 497.

2. During the two years of residency (4 semesters) a student may register for BUS 497 no more than one time without the permission of the BBA Program Committee. See the Business School Registrar for procedures to be followed in petitioning the Committee.

Procedures:

1. A student planning to enroll in BUS 497 must seek the sponsorship of a faculty member by submitting to him or her a written proposal describing the intent, purpose and parameters of a proposed project. The proposal should as in depth as possible so that the faculty member can make a reasonable and justifiable determination of the project’s viability and feasibility.

   a. The content of a 497 project must not duplicate course content existing in the curriculum.

   b. 497 credit will not be given for “internship” (summer work) as such. However, it is possible to use summer job experiences as background research for a directed study project.

   c. The 497 project should have some academic value other than relating a historical, albeit business-related, anecdote.

2. The sponsoring faculty member indicates approval of the project by signing the agreement form on the reverse of this page. In sponsoring a directed study, the faculty member assumes responsibility for advising the student on the project and for awarding a grade upon the completion of the project. The development of the topic and the research plan are the student’s responsibility.

3. Final approval for enrollment in BUS 497 is granted by the Associate Dean of Academic Programs. The student should submit the written proposal to the Associate Dean of Academic Programs only after having obtained the signature of a sponsoring faculty member.

4. BUS 497 proposals bearing the signatures of a faculty sponsor and the Associate Dean of Academic Programs should be returned by the student to the Business School Registrar. The proposal then becomes part of the student’s file.

5. A student wishing to pre-register for BUS 497 must submit the written proposal with the required signatures to the Business School Registrar no later than the day before pre-registration. Otherwise, proposals must be completed and returned by the end of “drop-add” period.
**For Student Verification Only**

I HAVE NOTED THE REQUIREMENTS AND PROCEDURES FOR ENROLLMENT IN BUS 497 OUTLINED ABOVE.

____________________________________________  ______________________
Name of Student (please print)                       Student ID Number

____________________________________________  ______________________
Signature of Student                                  Date

**For Faculty Approval Only**

I HAVE READ AND APPROVE THE ATTACHED PROPOSAL FOR A DIRECTED STUDY PROJECT AND ACKNOWLEDGE UNDERSTANDING OF THE GUIDELINES TO BE FOLLOWED.

____________________________________________
Name of Sponsoring Faculty Member (Please print)

____________________________________________  ______________________
Signature of Sponsoring Faculty Member               Date

____________________________________________  ______________________
Signature of Director of BBA Program                  Date