KENNESAW STATE UNIVERSITY

DEPARTMENT OF PSYCHOLOGICAL SCIENCE

DIRECTED STUDY – UNDERGRADUATE RESEARCH ASSISTANT (URA) APPLICATION

Instructions:

Please submit this application with the required attachments to the Department via DocuSign by the appropriate deadline. Review and processing of directed study research applications generally takes 5-10 business days. Upon approval, you will be notified via KSU email with registration instructions.

Deadlines	

Directed Study Requirements:

- complete PSYC 2300 or 2500 with "C" or better
- institutional GPA ≥ 3.0
- PSYC GPA ≥ 3.0
- instructor and department chair approval
- **maximum of 3 hours of directed study in a semester (includes both UTA and RA positions)**
- **maximum of 6 hours of PSYC 4400 used towards the upper division major requirements**
- **maximum of 9 hours of PSYC 4400 used towards degree requirements overall**

Attachments to Include:

- directed study syllabus with all KSU required syllabus elements
- confidentiality and responsibility agreement

Credit-to-Field Hour Equivalencies:

- 1 credit hour = 45 field hours
- 2 credit hours = 90 field hours
- 3 credit hours = 135 field hours

Student & Course Information:

Name: _____

Phone Number: _____

Institutional GPA: _____ PSYC GPA: _____

Date Submitted: _____

KSU ID#: _____

KSU NetID: _____

Major: _____

PSYC 4400 Category: ___ Research Assistantship
 ___ Independent Research
 ___ Capstone Independent Research (complete required capstone applications)

Credit Hours Requested: _____

Faculty Supervisor for PSYC 4400: _____

Term Requested: _____

Low Cost/No Cost: _____

Prior PSYC 4400 Hours Earned: _____

Modality: ___ Online ___ In-person

Agreement/Approval Signatures:

Student: _____ Date: _____

Faculty Supervisor: _____ Date: _____

Last Modified: 01/22/2026

Acknowledgment of Professional Confidentiality and Responsibility

This statement is to be signed by students serving as undergraduate research assistants in the Department of Psychological Science who may have access to student records.

Student records are maintained under the protection of the Family Educational Rights and Privacy Act of 1974, as amended affords students the right to have their personal information and educational records held in confidence with limited exceptions.

One exception involves directory information. Directory information may be released by the university without the student's written consent. Directory information consists of name, field of study (Major), participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received. Students may deny the release of directory information by requesting in writing to the registrar that such information not be released each semester they are enrolled. When a student has filed a written request with the Registrar that his/her directory information be withheld and kept confidential, a flag will be set in Banner that causes a warning message to be displayed whenever someone accesses that student's records stating that information about this person is confidential. In that case, the student's directory information should not be released.

Although I, the undergraduate research assistant, will have limited access to student records, it is important to note that all student data is protected, in particular, students' grades, grade point averages, hours enrolled, schedule of classes, and social security number. This information should not be released to anyone, including the student's parents, without the express written permission of the student.

By my signature, I acknowledge that I am aware that the student records are confidential and that I must keep them confidential. This acknowledgement is not intended to interfere with the normal operation of my duties as an undergraduate research assistant at Kennesaw State University.

All students serving as undergraduate research assistants in the Department of Psychological Science are required to attend a virtual directed study bootcamp.

_____ I understand that if my application is approved, I will need to meet this requirement.

_____   _____
Applicant Name (Please Print)   KSU ID#

_____   _____
Applicant Signature   Date

I understand that this student must be CITI certified and included on approved IRB applications before having any contact with participants or participant information, including access to SONA.

_____
Faculty Supervisor Name (Please Print)

_____   _____
Faculty Supervisor Signature   Date

_____   _____
Department Chair/Designee Signature   Date