



## **Directed Study: How to request/create a directed study course?**

- Deadline For Submitting Directed Study Requests Two Weeks Prior to First Day of Semester

1. Navigate to the website for the Office of the Registrar, <https://www.kennesaw.edu/registrar/>, then select Faculty Resources from the menu on the left of the page.
2. Select the Directed Study icon to access the DocuSign form that will need to be completed.



Class Rosters



Current Catalog



Directed Study



Grading Policy and  
Procedures



No-Cost and Low-  
Cost

3. The following institutional regulations apply to directed study. Additional departmental requirements may exist.
  - a. Content in the directed study must not substantially overlap an existing course in the curriculum.
  - b. A student may not enroll in more than three semester credit hours of directed study coursework per semester.
  - c. A maximum of ten semester hours of directed study may be used to satisfy degree requirements with a maximum of three hours used as related studies electives and a maximum of three hours used as free electives. The department shall determine the maximum number of hours allowed within the major.
  - d. A student must have an overall institutional GPA of at least 3.0 and a cumulative GPA in the major of at least 3.0 in order to be eligible for a directed study.
  - e. Any student wishing to do a directed study must obtain approval from the department and complete a Directed Study request.