Name of Policy: Directed Study
Source: Academic Affairs and Student Affairs
Date Revised: October 2022
Form to Complete: Directed Study Application, see Academic Advising to initiate; Adding a Course After the Academic Deadline (only needed if past the add/drop period), see the Registrar to initiate

Policy:

Directed Study is coursework initiated by exceptional students - with mentorship from a faculty member - to explore topics that cannot be met through standard KCAI coursework.

Students must complete the Directed Study application, including all of its procedural requirements. The faculty member who agrees to be a student's Directed Study mentor will be guided by the following requirements:

1. The faculty member will determine the frequency of meeting, including time and place.

2. Only full-time faculty members are eligible to act as a Directed Study sponsor.

Directed study is a student-initiated pursuit of study under the supervision of a faculty mentor. To qualify for directed study, students must be enrolled at KCAI the semester prior to the semester in which the directed study will occur. The student must be a sophomore, junior, or senior. The student cannot be on academic probation and must have a minimum 3.0 grade point average. If a student does not have a 3.0 GPA, the student must include a separate statement in their proposal asking for permission to complete a directed study without the required 3.0 GPA and provide compelling reasons for this request. Directed Study paperwork must be approved and submitted to the Registrar's office by the end of the add/drop period.

Students cannot complete a Directed Study to fulfill the following degree requirements:

- **Major studio required courses**
- **Writing Seminar, Art Historical Studies I and II, Critical Studies**

A maximum of 12 credits can be earned through Directed Study and applied to the BFA degree.

Students must submit a written proposal using the Guidelines and Format for Written Proposal (see below), which details the content of the Directed Study. The student must obtain signatures indicating approval of all faculty and staff listed on the Directed Study application prior to submission to be enrolled. Should any faculty or staff member listed on the approval form deny the request, the Directed Study will be denied and the student will not be permitted to enroll in the Directed Study.

Note: Proposals not accompanied with an official application will be incomplete and not considered.

Procedure:

Submit completed Directed Study paperwork, including Directed Study proposal, Method of Assessment form, and application to the Registrar by 4:00pm on the last day of the add/drop period for the semester the Directed Study will be considered.

Guidelines and Format for Written Proposal

Students must submit a Directed Study proposal that includes the following components. Proposals not using the accepted format and not addressing each component will not be considered.

A. Title of proposed study/project

B. Faculty sponsorship

Who is your faculty sponsor and in which department do they teach in? How often will you meet with your faculty sponsor (days/times)? What will you discuss when you meet?

C. Objective/goals

State your objective in pursuing the proposed course of study. What are the goals of the study/project?

D. Overview

Provide a brief summary of the project or study.

E. Rationale

Why is this study/project necessary for your educational program/major? Describe why the goals of this study cannot be met through a regular course in the curriculum? How does the proposed study/project fit with your short and long-term goals as an artist?

F. Outcomes

Describe how this project or study will impact your educational development. Describe the course of study. What new knowledge and skills will you acquire as a result of this study/project? Define each of these skills as a separate goal for the project.

G. Procedure/Method

Describe each assignment or project you will complete as requirements for this study.

What is the timeline for each assignment?

H. Assessment and evaluation

For each goal defined in the Outcomes section above, how will you demonstrate that the goal has been met? How will the outcomes of the study/project be evaluated? Your faculty sponsor must complete the form called Methods of Assessment, and this completed form must be turned in with your directed study proposal.

I. Resources

What tools, books, articles, websites, or other resources will be used for the study/project?