

Bentley College
McCallum Graduate School of Business
Office of Graduate Student and Academic Services, LaCava 295
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DIRECTED STUDY/INDEPENDENT STUDY/ TUTORIAL PETITION

Students are limited to taking no more than two of the following to satisfy elective or concentration requirements: International short term program courses, field-based directed study courses or credit-bearing internships. Individual programs may have further restrictions. Consult with Program Director for details.

Student _____ ID # _____

Program _____ E-Mail Address _____

Course Number/Title _____

Supervising Professor: _____

Semester: _____

Approvals:

Student _____
Date

Supervising Professor _____
Date

Department Chair _____
Date

Please return this form with all of the above signatures and a detailed syllabus to the Graduate Student and Academic Services Office, LaCava 295. Upon final approval, as designated by the signatures below, registration for the course will be completed by the Registrar's Office.

GSAS Advisor _____
Date

Associate Dean of Graduate and Executive Education _____
Date

Cc: Program Director

Revised: 9/08

McCALLUM GRADUATE SCHOOL OF BUSINESS

DIRECTED STUDY/INDEPENDENT STUDY/TUTORIAL PROPOSALS

Students are limited to taking no more than two of the following to satisfy elective or concentration requirements: International short term program courses, field-based directed study courses or credit-bearing internships. Individual programs may have further restrictions. Consult with Program Director for details.

Directed Study

Highly qualified students can, under guidance of a faculty member, undertake a directed study to conduct in-depth investigation and/or analysis of a specialized topic not currently offered in the program curriculum. These courses will be recorded on the transcript as "Directed Study in ..." with the appropriate course numbers, such as AC 700, EC 700, FI 700, IPM 700, MG 700 and so on.

Independent Study

A subset of graduate courses are only available on an independent study basis due to the fact that they are based solely on research or specially designed projects which lend themselves to a single person completing the assignment i.e., EC 721, ETH 810, ES 702, MG 705 Students interested in these courses should contact their advisor in the Graduate Student and Academic Services Office for assistance.

Tutorial

Tutorials enable students to complete a regular course when it is not offered in the current semester. A tutorial follows the standard syllabus for a course with the following modification: The tutorial syllabus must reflect the fact that a student is completing the course independently and not as part of a class of students (see specifics below, #2). The course will be recorded on the transcript as the appropriate course number and title. To initiate a tutorial, students must have a special need for the proposed course, e.g., the course is needed to complete a degree at a particular time. Students interested in a tutorial must contact the Graduate School Student and Academic Services Office to verify the need for such a course.

Procedure

Students interested in pursuing either a Directed Study, Independent Study or Tutorial must submit the following for approval before beginning the study:

1. A statement explaining the reason for the request.
2. A syllabus that has been created in collaboration with the faculty member who will be supervising the study. This syllabus should include the following specific information:
 - a brief description of the study
 - goals/objectives
 - required readings/bibliography
 - explanation of deliverables i.e., a project, papers, exams
 - timeline for completion
 - evaluation procedures i.e., grading criteria
 - scope and methods/modes of interaction between the student and the professor

The student is responsible for submitting the final syllabus, along with the petition form that has been signed by the student, supervising faculty member, and appropriate department chair. These documents should be submitted to the Graduate Student and Academic Services Office (GSAS) for review. Following all approvals, GSAS will forward the documents to the Registrar's Office who will register the student.

The student is responsible for seeing that the proposal and approved petition reach the GSAS Office by the first day of the semester.

The original petition/proposal will be kept in the student file. Current tuition will be charged for each Directed Study, Independent Study or Tutorial.