

**Mills College – Academic Records
Directed Research Application**

MILLS

Mills ID: _____ Term/Year: _____

Name: _____
Last
First
M.I.

This form cannot be processed if it results in an academic overload (see catalog for maximum course loads).

Advanced students of proven ability and sufficient background in a given subject may apply to assist a faculty member to do advanced research. Directed research is offered to students in the major for a maximum of 3.0 credits which may not count toward the major. No more than 6.0 credits of directed research will count toward graduation credits for the Mills degree. Directed research may be undertaken only upon the recommendation of the faculty research supervisor and the head of the department after departmental discussion.

Directed research courses are numbered 179 in the department concerned. *These courses are P/NP only.*

Instructions:

1. Obtain the signatures of the faculty member who will supervise your research, your advisor, and the department head.
2. Submit the completed form to Academic Records by the add deadline of the semester in which the research is to be conducted.
3. Upon approval of this application you will be registered in the Directed Research course and may view your adjusted course schedule via your MyMills account. Please allow one week from the time this form is submitted to Academic Records for processing.

To show proven ability and extensive background in the subject of study, list relevant courses with grades and instructor's names:

| Dept | Number | Title | Grade | Instructor |
|-------|--------|-------|-------|------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

CRN
(OFFICE USE ONLY)

| | | | |
|---------------------------------|------------------|----------------------|-------------|
| _____ | 179 | _____ | P/NP |
| Directed Research Department | Course Number | Credit (1.0- 3.0) | Grade |

Note the scope of the proposed study, including the aim of the project and material/technique to be used.

Student (Print): _____ Signature: _____ Date: _____

Research Supervisor (Print): _____ Signature: _____ Date: _____

Advisor (Print): _____ Signature: _____ Date: _____

Dept. Head: The study outlined above has been discussed in this department, and approved and assigned to the research supervisor whose signature appears above.

Department Head (Print): _____ Signature: _____ Date: _____

Academic Records Use Only: SSASECT SFAREGS

Processed by: _____ Date: _____ Notes: _____

cc: Research Supervisor, Student, Advisor