

# BBA TIP SHEET

## DIRECTED READINGS

This information is provided to Bachelor of Business Administration (BBA) students to provide further information about topics of interest to students. For students in other programs, please speak directly to your faculty advisor for more information about how this information may pertain to your particular degree.

You won't find these courses in the schedule of classes! You need to approach a professor with your request/idea, and if approved by the Chair, register directly with the Office of the Registrar, prior to the last day to add/drop courses. Work with your Advisor to know where it can be used in your program.

### What are Directed Readings?

Directed Readings are intended to provide a more flexible approach for students who want to pursue and receive credit in areas of study which are of particular interest to them. Two Directed Reading courses can be used for graduation purposes but they must be in different disciplines. A Directed Reading cannot replicate an existing course. The objectives of the Directed Reading course(s) must be filed in the Office of the Registrar and will be made available to any institution requesting them for evaluation purposes.

Be prepared to work one on one with a professor for the term to produce the agreed-upon learning outcomes in your course outline. There is no specific class time commitment, but you will need to connect regularly with your professor. Depending on your involvement with published research, you may be credited.

Upon completion of the course, you will receive a letter grade. In most cases, this course will be used as an elective in your program, unless it is specified in the program curriculum.

### Registering for a Directed Readings Course

To register for a Directed Readings course, please fill out the [Directed Readings Request Form](#) available online.