

Nicola Valley Institute of Technology

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Application for Directed Study

Directed Study involves the completion of any regular course, as per the approved course outline, through independent/directed study under the supervision of a faculty member. Courses will not normally be available by Directed Studies when sections are currently scheduled onsite.

Requests for Directed Study when the course is scheduled onsite will only be approved in extenuating circumstances which must be outlined by the student to the Dean.

Directed Study Application Instructions:

For Directed Study approval to be given, the student must be currently enrolled or accepted in a program as an NVIT student. The student must consult with the Registrar's Office and Program Department Chair to determine if a directed study is the best alternative. The form must be completed including obtaining permission and signatures from the faculty member (must be full-time, continuing), Dean, and include a start and end date for the course(s). Once approved, the completed form must be forwarded to the Registrar's Office for the student to be registered*. Students are responsible to ensure all course prerequisites are met prior to submitting a directed study application. ***Tuition is assessed as per the current NVIT fee policy and is required at the time of registration.**

Directed Study Application Information

Student Number: _____ Program: _____

Name: _____
Last First Middle

Email: _____ Phone Number: _____

Course Requested: _____ Term Requested: _____
Subject and Number (e.g. BUSM 200) Year/Term (e.g. 23/Spring)

Rationale for Directed Study (to be completed by the student):

Student Signature: _____ Date: _____

Directed Study Approvals

Approval and start/end date of course must be obtained from the faculty supervising the directed study course, the Department Chair or Coordinator, and the Dean. Once signed, forward this form to the Registrar's Office (registrarsoffice@nvit.ca) with payment or sponsorship.

Faculty Name Faculty Signature Date

Department Chair/Coordinator Name Department Chair/Coordinator Signature Date

Start Date: _____ End Date: _____ Term: _____

Dean Name Dean Signature Date

Office Use Only

Section No.: _____

Completed by: _____ Date: _____