

## **Bachelor of Individualized Study** **BIS 489: Directed Readings/Research Course**

BIS 489: Directed Readings/Research is an individualized course of readings or research that may be done by the BIS student under the direction of a GMU faculty member. Students may register for 1, 2, or 3 semester hours. BIS 489 is not repeatable.

BIS 489 explores a subject that is not available in the regular university course offerings. It may be taken as part of the student's BIS concentration, or in preparation for BIS 490 (the final project). However, it **MAY NOT** replace the *research component* of BIS 490.

### **Developing the scope of BIS 489**

- The student should begin to discuss proposed BIS 489 plans with the BIS faculty advisor or GMU faculty member of choice well ahead of time to ensure that both agree on the course goals, activities (such as tutorial sessions, independent readings, essays, research papers, etc.), expected results, and submission time table.

### **Registering for BIS 489**

- The student must complete a BIS 489 Permission to Register form available from the BIS Office.
- The faculty advisor (or qualified GMU faculty member) must approve and sign the Permission to Register form.
- Once the student and the faculty advisor/GMU faculty member have signed the BIS 489 Permission to Register, the BIS Director reviews the proposed readings/research for final approval.
- The BIS Office prepares an Individualized Section Form, which is taken by the student to the Registrar's Office for an in-person registration.
- **A Permission to Register for BIS 489 submitted later than ten calendar days prior to the last day to register for classes is not guaranteed to be processed in time for the student to register.**
- **NO LATE REGISTRATION** is permitted.

### **Completing the BIS 489 Readings/Research**

- It is the student's responsibility to keep the faculty advisor/instructor informed about progress on the readings/research by meeting with or corresponding with the faculty advisor on a regular basis. Final course requirements should be submitted to the advisor/instructor within a time frame that allows for any requested revision before the final grade is due.

### **Evaluating the BIS 489 Readings/Research**

- The faculty advisor enters the grade using the online grading system.
- If the readings/research are not completed by the end of the semester of enrollment, and the student is making satisfactory progress, the student may request a grade of IN (Incomplete) from the instructor.
- An IN grade must be changed to a letter grade by the specified due date in the next semester or it will automatically become an F grade.