

# STUDENT-DIRECTED LEARNING (SDL) PROPOSAL

# Student Checklist

Draft your SDL Proposal

This proposal form will guide you to describe your learning, learning process and resources, and potential ways to demonstrate and/or document your learning. Think of it as similar to a course syllabus, describing what you know and can do (your competence in the subject) and what evidence can demonstrate your learning.

Once the proposal is approved, you will be registered for the course you proposed.

If you need help, contact the SDL office at [SDL@metrostate.edu](mailto:SDL@metrostate.edu). Or schedule an SDL advising session at <https://calendly.com/metro-sdl/advising-session>. Do not hesitate to contact the office. Often, a short conversation can save you a lot of time!

On page 1, complete the information as much as possible. You can discuss this with your advisor or the evaluator to ensure that the SDL fits into your degree plan. You will consult with a faculty evaluator before getting registered.

To decide between Student-Designed Independent Study and Prior Learning Assessment, consider the following:

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| **Student-Designed Independent Study (SDIS)** | **Prior Learning Assessment (PLA)** |
| Individualized subject.  It cannot match an existing course. | Course equivalency or individualized topic.   * An individualized topic means you create the title and learning outcomes. * Course equivalency means it matches at least 75% of the learning outcomes from an existing course. Learning outcomes are at <https://www.metrostate.edu/academics/courses>. |
| It may be a combination of prior and new learning. | Entirely based on your prior learning. |

For the level (lower division, upper division or graduate), make sure you know what level you need for your degree plan. Most undergraduate students need upper-division credit. Your advisor or the SDL office can help with this.

For writing the competence statement, this resource is helpful, <https://tinyurl.com/CompetenceStatement>.

For learning outcomes, if you are proposing a course equivalency, you have to match at least 75% of the course outcomes, which can be found at <https://www.metrostate.edu/academics/courses>.

For an individualized topic, you will write your outcomes. This resource can help https://tinyurl.com/SDLLearningOutcomes

If you need GELS or RIGR approval, contact [SDL@metrostate.edu](mailto:SDL@metrostate.edu) for more information.

Save the proposal with your name and subject area in the file name, such as StudentNameSubjectAreaPLA.doc.

Consult with the Department Chair and/or Evaluator

If you know which faculty member you want to work with, contact them directly.

If you do not already know the faculty member you want to work with, determine which department you think is the best fit and contact the chair from your Metro email address. <https://www.metrostate.edu/about/departments/academic-student-affairs/deans-department-chairs>

The chair will either refer you to an evaluator or make suggestions about the proposal. This is an iterative process, so do not be discouraged if you get feedback.

When you are referred to an evaluator, they may have more feedback.

Submit your Final Proposal

**Deadlines for students using financial aid**: The last day to register is the date of disbursement for each semester, listed at <https://www.metrostate.edu/academics/calendar>. Plan to submit the final proposal at least a week before the deadline to allow for processing. Please consult with Gateway to understand how Student-Directed Learning will impact your financial aid.

**Deadlines for students not using financial aid**: Check the academic calendar for the "Last day to register for alternative learning strategies" <https://www.metrostate.edu/academics/calendar>. Plan to submit the final proposal at least a week before the deadline to allow for processing.

When you and the evaluator agree on the proposal, double-check that you completed all questions.

Sign and email the final version to the evaluator from your Metro email.

The evaluator will forward your proposal to the department for approval. Once the department chair and dean approve it, you will be registered. You cannot register yourself.

Now that you are registered, you will complete the work you specified in the proposal. Work with your evaluator to make sure you complete the work and earn a grade!