



# Northeastern College of Social Sciences and Humanities

**LANGUAGE APPROVAL FORM** - See page 2 for important information and instructions.

1. Student completes Section I.
2. Program Director completes Section II.
3. World Language Center Program Manager completes Section III.
4. Student submits form to [gradcssh@northeastern.edu](mailto:gradcssh@northeastern.edu) before submitting Individual Instruction request.

## I. Student Information

Student's Name: \_\_\_\_\_ NUID: \_\_\_\_\_

Student's Email: \_\_\_\_\_@northeastern.edu

Degree Program: \_\_\_\_\_ Entry Term \_\_\_\_\_

Language: \_\_\_\_\_ Language Study Term \_\_\_\_\_

Reason for Language Study	Fieldwork	Other Scholarly Research	
Do you hold a Stipended Graduate Assistantship?	YES	NO	Not Applicable
Have you achieved doctoral candidacy?	YES	NO	Not Applicable

## II. Director Approval

*I approve of this student taking a language course at the level identified by personnel in the World Languages Center.*

\_\_\_\_\_  
Graduate Program Director's Signature Date

## III. Placement Information

Placement: \_\_\_\_\_ Instructor: \_\_\_\_\_

Credits: 1 SH Course Title: \_\_\_\_\_ 5976: Directed Study

\_\_\_\_\_  
World Languages Center Program Manager's Signature Date

**Student – Email completed form to [gradcssh@northeastern.edu](mailto:gradcssh@northeastern.edu) before submitting an Individual Instruction request.**

## CSSH GRADUATE LANGUAGE STUDY

CSSH language study is available to CSSH Master's and doctoral students who need a language for their fieldwork or other scholarly research. Registration for the course must take place prior to the start of the semester.

Graduate students apply to take a **1-credit, graduate-level directed study** and sit in on a regular undergraduate language class at the level determined by the results of a placement test.

- The section of the language they wish to study must have sufficient undergraduate to run (i.e., the presences of the graduate student cannot be the determining factor in whether the course runs).
- The class will be graded on a pass/fail (S/U) basis and will not count toward the student's degree requirements. To receive a passing grade for the CSSH Graduate Directed Study, a graduate student must fulfill all the course requirements stated on the syllabus (attendance, quizzes, mid-term and final exams) of the undergraduate language section to which he or she has been assigned.
- Students will be able to repeat the CSSH Graduate Directed Study up to four times.
- Students on SGA awards will have tuition for the language credit covered by their award.

## HOW TO PARTICIPATE

### Step 1: Submit the Approval Form.

1. Student completes Section I.
2. The Graduate Program Director signs to certifies that the language is necessary for the student's fieldwork or scholarly research.
3. The student then contacts Boris Rasting-Sera, Program Manager at the World Languages Center ([b.rastingsera@northeastern.edu](mailto:b.rastingsera@northeastern.edu)) for placement.
4. Student sends form to [gradcssh@northeastern.edu](mailto:gradcssh@northeastern.edu) before starting Step 2.

### Step 2: Request Individual Instruction via MyNortheastern.

Using the information provided in Section III of the form, the student will request an Individual Instruction course through MyNortheastern. See the [Registrar's website](#) for details.

### Step 3: Complete course requirements.