



SUBJECT: Academic Affairs

POLICY: 214.2 Directed Study

RELATED PROCEDURE:

EFFECTIVE: January 2017

REVISED:

REVIEWED:

Introduction and Purpose

Directed Study courses provide one-on-one opportunities for students who are unable to take a course at its scheduled time. Unlike Independent Study, these courses are part of the regular catalog course offerings. The outcomes and assessments remain the same as if the course were taken in a traditional setting, whether face-to-face or online; the contact hours and method of delivery are flexible though and determined by the student and the supervising faculty member. Directed Study courses are not included in regular faculty workloads.

Policy

Directed Study courses must meet the following guidelines in order to receive approval:

1. The Directed Study Request Form must be submitted to and signed by the student, the student's advisor, the supervising faculty member, the division director, and the Chief Academic Officer.
2. The student must not be on academic probation.
3. The student must be within one semester of graduation from his or her degree program or transferring to a four-year university and must demonstrate an insurmountable conflict that requires taking the course as Directed Study.
4. The Directed Study course shall not extend beyond one semester.
5. The course will retain the number of credits, assessment measures, grading criteria and other instructional specifications as the regular non-Directed Study course.
6. The Directed Study course will appear on the student's transcript with the same course number and name as the non-Directed Study course.
7. The student will pay the standard tuition and fees associated with the specified number of credits.
8. The student and supervising faculty member must meet at least once per week during the Directed Study course. For online students, this meeting does not necessarily need to occur in person.