



**SUBJECT:** Academic Affairs

**POLICY:** 214.2 Directed Study

**RELATED PROCEDURE:** 214.2.1 Directed Study Procedure

**EFFECTIVE:** January 2017

**REVISED:** April 2023

**REVIEWED:**

### **Introduction and Purpose**

Directed Study courses provide one-on-one or small group opportunities for students who are unable to take a course as regularly scheduled. 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 manner; the contact hours and method of delivery are flexible and determined by the student and the supervising faculty member.

### **Policy**

Students can request a Directed Study course until the last day to add classes for the semester based on the academic calendar. Directed Study courses will be approved if the following criteria are met:

1. The course is part of the college's catalog.
2. There are not enough students in the course to meet enrollment requirements, an appropriate substitute class is not available, or the student is within one semester of graduation, or transferring to a four-year university and has an insurmountable conflict that requires taking the course out of sequence.
3. The student is not on academic probation/warning.
4. The Directed Study course does not extend beyond one semester.
5. The course retains the number of credits, assessment measures, grading criteria and other instructional specifications as the regular non-Directed Study course.

For low-enrolled courses, the college may offer students a Directed Study option in lieu of cancelling the class. In such cases, the paperwork must be submitted to the Registrar's Office by the end of the first week of the term.

The Directed Study course will appear on the student's transcript with the same course number and name as the non-Directed Study course. The student will pay the standard tuition and fees associated with the specified number of credits. The student and supervising faculty member must meet at least once per week during the Directed Study course. This meeting does not need to occur in person. Directed Study courses are not included in regular faculty workloads.