



SUBJECT: Academic Affairs

PROCEDURE: 214.2.1 Directed Study Procedure

EFFECTIVE: April 2023

REVISED:

REVIEWED:

The student must submit a [Directed Study Proposal Form](#) for approval. The form must be signed by the student, supervising faculty, advisor, division director, and executive director of instruction.

Students can request a Directed Study course until the last day to add classes following the academic calendar for the term in which the course occurs.

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.

Upon approval, the Registrar's Office will create a course with a Course Registration Number (CRN), designate it as "Directed Study," and register the student for the course. Directed Study courses will maintain the same course number and name as the regularly scheduled course. Any applicable tuition and fees will be added to the student's bill.

Directed Study courses are not included in regular faculty workloads. The Academic Administrative Assistant will create a Letter of Appointment (LOA) for the instructor at a set rate of \$350 per credit, regardless of the number of students in the directed study course. 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. The instructor will be responsible for reporting attendance, midterm grades, and final grades for the student(s) in the course following the academic calendar for the term in which the course occurs.