2517 – Directed Independent Study Enrollees

All directed independent study course enrollees, following a personal conference with the instructor, must have on file, in the Vice President of Instruction Office, a directed independent study contract which clearly specifies, (1) the content and objectives of the course, (2) applicable competencies, (3) procedures for completing the course, (4) the amount of time necessary to complete the course, (5) the course text and any reference and supplemental materials associated with the course, and (6) the method of student evaluation to be used.

The contact must indicate the exact beginning and ending dates of the course and must be signed by the student, instructor, and the instructor's immediate supervisor **prior** to the beginning of the course.

All directed independent study course enrollees must meet on campus with the instructor for a minimum of two one-hour conferences per credit hour, excluding the final examination or its equivalent.

All directed independent study course enrollees must meet on campus with the instructor to take a final examination for the course.

Instructors of directed independent study courses must maintain a log documenting the amount of time the student spends on each portion of the course; the amount of time actually spent in consultation with the student, including the date, time and place, of such consultation; and the grade, date, time and place of all examinations.

Contact(s)
Vice President of Instruction

Related Form(s)

Relevant Policy or Procedure(s): Policy 1517 – Directed Independent Study

Approved by: President

Date: 10/29/04

Revision(s): 11/16/07; 5/25/17 (minor revision)