

INSTRUCTIONAL SERVICES

AP 4101 DIRECTED STUDY

References:

Title 5 Sections 55230 et seq.

A directed study course is a credit course in which the student or a group of students is enrolled by special arrangement with a faculty member and with the approval of the department chairperson and appropriate dean. The directed study course involves students working on a special project in a discipline which is listed in the college catalog. Such projects make possible the enrichment and broadening of a student's experience beyond that available through the regular curriculum. Directed study courses are not to be taken in place of a course listed in the catalog, except in extenuating circumstances approved by the dean.

Procedures for Approval for Direct Study

- Before registration, the student must meet with a faculty member who determines whether the student qualifies for the course.
- Upon agreement that the student will proceed with the directed study course, the department adds the course to the schedule and provides the course number to the faculty member.
- The faculty member completes the contract which includes the learning objectives, the number of units to be awarded, and the methods of evaluation.
- With a valid contract, Enrollment Services will complete the registration procedures.
- The faculty member forwards a copy of the contract to their Department Chairperson and Division Dean during the first week of the semester or term.
- Weekly student activity and weekly contact with faculty member must be documented and maintained by faculty member for three academic years after course is completed.

Also see AP 5070 Attendance

Office of Primary Responsibility: Instructional Services

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