



**Palomar College
San Marcos, California
Contract for Directed/Independent Study Course**

Please Print

Course Number & Title	Class Number	Units
Semester & Year	Faculty Name	Number of Lecture Hours
Class Start Date	Class End Date	Number of Lab Hours
Student Name	Student ID No.	

Course Components: Specify work and minimum number of hours to be completed by student. Weekly hours of student work must be documented and demonstrate contact with faculty member on appropriate form.

Course Objectives: Identify course objectives to be achieved as determined by the faculty member and student.

Evaluation of Progress and Outcome Assessment(s) (Method of evaluation of progress throughout semester, including final grade)

Student's Signature	Date	Faculty Member's Signature	Date
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Date Contract is Completed by student: _____

This form must be completed and on file in the Office of the Division Dean for any student enrolled in a directed study course. Student must take copy to Admissions and Records to complete registration.

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***Documentation of Weekly Student Activity and Contact with Faculty Member**

Course Number & Title

Class Number

Units

Semester & Year

Faculty Name

Number of Lecture Hours

Student Name

Student ID No.

Number of Lab Hours

Week/Date	Hours completed	Activity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Student's Signature and Date (after contract activity is completed)

Faculty Member's signature and Date (after contract activity is completed)

***Documentation of weekly activity must be maintained by faculty member for three (3) academic years after course is completed.**

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Directed Study Regulations

State Regulations

1. A Directed Study course is a credit course in which the student or a group of students is enrolled by special arrangement with an instructor with the approval of the department chairperson.
2. The course sometimes 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.
3. This course is not to be taken in place of a course listed in the catalog.
4. The learning objectives, the number of units to be awarded, and the method of evaluation are prescribed in a written contract before the student engages in the learning experience.

Procedure

Before registration, the student meets with a faculty member who determines whether the student qualifies for the course. Upon agreement that the student will proceed with the Independent Study class, department adds the class to the schedule and provides the class number to the faculty member. The faculty member completes the contract. The student takes a copy of the contract to the Admissions Office and completes registration procedures. The faculty member forwards a copy of the contract to his/her Department Chairperson and Division Dean during the first week of the semester or term.

Last modified 1.28.14