

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: STUDENT RECORDS
Subject: Directed Study
Effective Date: May 1, 2019
Procedure Number: ES 4547

I. Institutional Regulation

To establish a procedure for directed study which will provide all students the opportunity to take regular DMACC courses on an individual basis.

II. Procedure

- A. Directed study is intended to offer a student a way to take courses listed in the college catalog by a means other than regular class scheduling. The instructor who offers a course to a student by directed study is expected to afford the student experiences, standards, and competencies equivalent to those of a regularly scheduled class.
- B. Directed study is intended to be used in exceptional circumstances, such as taking a course required for graduation during a term when that course is not offered as a scheduled class.
- C. Some courses may not be practically offered through directed study.
- D. No student has the right to receive instruction through directed study. If no instructor is able or willing to assume the responsibilities of such instruction, or if the required approvals are denied for any reason, the student will be expected to take the course when it is available as a regular class offering.
- E. Because directed study is intended to permit a student to meet time-sensitive deadlines such as graduation, use of directed study will be limited to the regular semester schedule. Refund, withdrawal, and completion dates will match those of the regular semester, so it will be necessary for the approval process to consider this time element.
- F. A student taking a course by directed study will pay the tuition and fees associated with the regularly scheduled course and will similarly need to purchase any books and supplies associated with the course.
- G. No student may proceed with directed study until a "Contract for Directed Study" is completed, the student has registered for the course, and all tuition and fees have been paid.

APPROVED: _____
Vice President, Enrollment Services



Date: _____

Executive Vice President, Academic Affairs



Date: _____

Executive Vice President, College Operations



Date: _____

CONTRACT FOR DIRECTED STUDY

Directed Study Approval Process

Semester: _____ Year: _____

Instructor: Determine course content & credits. Complete Part 1A and 1B with the student and submit contract to the Dean/Provost office for signature/approval.

Dean/Provost: Complete a Course Input to request the CRN. Ensure Part 1A and 1B is complete. Send Contract for Directed Study and Course Input to the Scheduling Office for processing.

PART 1A: Student Information

Student Name: _____ **DMACC ID:** _____

Address _____ City _____ State _____ Zip _____

Phone _____ Home Cell Date of Birth _____

I have received a copy of the syllabus for this course and wish to register as a directed study. I have read and understand Drop/Add procedures and will retain a copy of this form for my records. I understand that I am responsible for the tuition and fees that result from this registration.

Student Signature _____ **Date** _____

PART 1B: Course Information

Course Title _____ **CRN Number (Scheduling)** _____

Subject and Course Number _____ **Credit Hours** _____

Instructor Name _____ Course syllabus: attached or available online

Reason for the Directed Study:

- Course needed for graduation/ not offered this term
- Not enough students to offer as a regular course
- Other _____

No Instruction may begin until this Contract for Directed Study is completed and approved, the student is officially registered for the course and Student Accounts or Fin. Aid staff has confirmed that payment was received.

Instructor Signature _____ **Date** _____

Dean Signature _____ **Date** _____

PART 2: Registration & Payment

Registration _____ **Date** _____

Student Accounts _____ **Date** _____

Financial Aid _____ **Date** _____

PART 3: Course Completion **Date:** _____

Instructor Signature (verifying course completion) _____ **Instructor ID:** _____

Copies to: Student Registration Instructor Dean