



Reference: *Title 5 Sections 55230 et seq.*

When circumstances warrant offering a special course to an individual student who has demonstrated academic success in a particular area, an instructor may register that student in an individual course(s) which will be identified by the name of the department, the course number of "49," and the title "Directed Study." (Note: only certain disciplines have this option).

To qualify, the student must have prior background in the subject matter through previous coursework or experience, the permission of the instructor, and the appropriate college Chief Instructional Officer (CIO).

The District requires registration by the end of the second week of instruction. The student and the instructor complete the "Contract for Completion of Course 49" form, which addresses the following:

- Goals and Objectives – Goals and objectives of the course that identify required student performance. Academic standards for directed study shall be the same as applied to other credit courses
- Hours – The specified number of hours of study required to reach the goals of the course are 54 hours per unit of credit. The student is allowed to register for 1-2 units per semester and the contract will reflect the number units of credit/hours needed.
- Units – The number of units to be awarded will be reflected upon completion of the course (contract).
- College Facilities – If college facilities are needed, arrangements will be made for the student to have special access to facilities to complete his/her academic goals.
- Meetings – The number of meetings between the student and the instructor of the discipline will be specified in the contract and scheduled by the instructor. (Note: Access to the instructor must be at least equivalent to that which is commonly available to students in courses delivered by other instructional methods.)
- Student Progress – The instructor will monitor the student progress including how the student will demonstrate his/her academic accomplishment.

The directed study contract must be approved by the college CIO prior to being implemented. Once the contract is approved, the student will be authorized to register.

Courses numbered 49 are intended for transfer and meet the requirements of the baccalaureate-level course.

District policies for registration, incomplete, and withdrawal will apply as for any other course.

These courses are repeatable for a maximum of four units in one department discipline and four per degree.

Date: 4/24/19