

Learning Contract for DIRECTED and INDEPENDENT STUDY (refer to APs 4101 and 4107)

Directed Study is designed for a student who wishes to take additional coursework in a field of study after having completed sufficient coursework within their field as determined by the faculty member in the discipline and approved by the Chief Instruction Officer. Check the college general catalog for courses numbered 291.

Independent Study is designed for a student who, due to special circumstances, cannot attend a class (es) as regularly scheduled.

APPLICATION/APPROVAL:

1. The student and the instructor meet collaboratively to determine the project (directed study) or review the syllabus and requirements for successful completion.
2. The faculty member will electronically complete and forward the contract to the administrative assistant/VP of Instruction (VPI) for review and approval.
3. The VPI forwards the approved contract to instructional scheduler for assignment of the course registration number.
4. The instructional scheduler will forward via email a copy of the approved contract to the administrative assistant, registrar, VPI, and faculty member.
5. The registrar will enroll the student and email the administrative assistant, schedule, VPI, and faculty member.
6. The administrative assistant prepares and sends the PAF to the instructor.
7. The student pays all applicable fees.

**Learning Contract for
DIRECTED and INDEPENDENT STUDY**

CRN: _____ (Office use only)

Select one: ☐ Directed Study ☐ Independent Study

Student: _____ Student ID _____

Course Title: _____ Course Number: _____

Instructor: _____ Semester: ☐ Fall ☐ Spring ☐ Summer 20_____

Complete by date: _____ Units: _____ Total study hours: _____

Please review the cover page with the student, then remove it, fill it out this section completely, and email it to the VP and administrative assistant of Instruction.

Methods of achieving course objectives:

Specific student learning outcomes (SLOs) not listed on the syllabus:

Specific methods for achieving SLOs:

List all required materials and books required for the course:

List all other responsibilities the student must meet, not listed on this form or syllabus, e.g., required meetings with instructor, readings, projects, etc.:

List all responsibilities the instructor must meet, not listed on this form, e.g., required meetings with instructor, evaluation of reports, preparations of exams, etc.:

Specific evaluation procedures and grading criteria not listed in the syllabus:
