

### 3. Directed Independent Study Policy

The University offers Directed Independent Study according to these general principles:

1. When a graduate student needs a DIS course, it may be provided if the need for the DIS course meets University guidelines and is approved by the student's adviser, the DIS course instructor of record, the program coordinator, and the Dean of the Graduate School. Such courses require higher than normal fees from students.
2. DIS courses are not considered a part of a faculty member's normal teaching load unless scheduled and advertised, e.g. some "special topics" courses.
3. While the University cannot guarantee that students can be offered a DIS in an existing course, under unusually compelling circumstances a student may request approval for a DIS. Such a request should be made from a student only:
  - a. If a course is required for program completion, but is not scheduled so that one or more students can enroll.
  - b. If a student has an unalterable schedule conflict.
  - c. If a student needs a course to correct an out-of-sequence program.
  - d. If a student has special circumstances that require a "special topics" that is not offered as a regularly scheduled course and can only be taken as DIS.
  - e. If a student has compelling personal circumstance, such as a health problem.

#### 4. Conditions and Qualifications for Faculty:

- a. If a regular course does not lend itself to DIS, a faculty member should decline to offer the course in this format, i.e., courses that depend on classroom discussion or class interaction or other skill courses.
- b. Normally, a faculty member should not carry more than a total of four (4) DIS students in any term. Exceptions to this load must be based on extenuating student circumstances and must be approved, in advance, by the Dean of the Graduate School.

#### 5. Procedures:

- a. Directed Independent Study Approval Forms can be secured by graduate students from the office of the Graduate School or from the Registrar's Office. **The form must be completed and approved prior to registration.** A student is not enrolled in the DIS until the form is on file with the Registrar. One copy of the form should be on file with the instructor and in the office of the Graduate School.
  1. An initial conference must be held with the instructor during which all aspects of the DIS course must be discussed and recorded on the DIS approval form. If the DIS course is a regularly scheduled course, a copy of the course syllabus must be attached to the DIS approval form.
  2. A minimum of six (6) contact hours with the instructor is required.
- b. Graduate students, who otherwise qualify for the DIS and cannot secure the support of a faculty member, may discuss individual problems with their advisor first and the Dean of the Graduate School second.

#### 6. Fees:

These policies concerning fees are currently in place:

- a. Graduate Students and Converse II students pay the published current per credit hour costs for a DIS course. Faculty are remunerated for Graduate and Converse II courses at a specified rate per credit hour.