

Directed Independent Study

Directed Independent Study is both necessary and desirable at Converse; some prudence, however, is essential to insure academic quality and administrative efficiency in this area of the curriculum. Faculty should keep DIS obligations within a reasonable and manageable range, given the demands of the regular teaching load. DIS assignments requiring additional payment to the faculty member must be approved in advance by the appropriate academic Dean.

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

- 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.
- When a regular, full-time undergraduate needs a DIS course, it may be provided if both the adviser and the instructor approve. Such courses are offered with no additional charge to the student and no extra remuneration for faculty.
- Students may take no more than two DIS courses toward hours for graduation. Exceptions to this must obtain prior approval of the appropriate Dean.
- DIS courses may be offered to Converse II students and Degree Completion students if the adviser, the instructor, and the appropriate academic Dean approve. Such courses require higher than normal fees from students and offer faculty additional remuneration.
- Graduate students may undertake a DIS course with approval of the instructor, department chair, and Dean of the Graduate School. Such courses require higher than normal fees from students and offer faculty additional remuneration.

These conditions, qualifications, and procedures control enrollment in Directed Independent Study:

While the University cannot guarantee that students can be offered a DIS in an existing course, under unusually compelling circumstances a student may request such a course. Typically, a request from a student should be made only:

1. If a course is required for a graduating senior but is not scheduled so that one or more students can take it.
2. If a student has an unalterable schedule conflict in the major or minor sequence.
3. If a student needs a course to correct an out-of-sequence program.
4. If a student has compelling personal circumstances-such as a health problem.

Procedures

1. Students should secure a Directed Independent Study form from the Registrar's Office and complete the form prior to registration. A syllabus for the course is required. One copy should be filed with the Registrar and one with the instructor. A student is not enrolled in a DIS until all required approvals are secured and the completed form and syllabus are filed with the Registrar.
2. If the course is a DIS in a regular departmental offering the schedule of conferences should show a minimum of twelve contact hours per 3-credit course.
3. If the course is a DIS in Special Topics, a 400 or 500 level offering, the schedule of conferences should show a minimum of six contact hours per 3- credit course.
4. Students who cannot secure the support of a faculty member may discuss individual problems with the adviser first, the department chair second, and the appropriate academic Dean last.

Fees

These policies concerning fees are currently in place:

1. Converse II, Degree Completion and graduate students pay per credit hour for a DIS course.

2. Faculty are remunerated for Converse II, Degree Completion and graduate DIS courses at a specified rate per credit hour.

Directed Independent Study Off Campus

1. Permission to take an off-campus DIS must be obtained from the Curricular Programs Committee.
2. The petition must have the approval of the directing instructor and the department chair.
3. Normally the maximum credit allowed for an off-campus DIS is four semester hours.
4. The course must involve a final examination and/or a term paper. The directing instructor keeps student papers for submission to the appropriate academic Dean upon request.

Internships

An internship is a work experience that may or may not carry academic credit. Credit bearing internships require a syllabus. Faculty and students should consult the *Center for Career Services* for specific information about internships.