

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 32

TITLE: Establishing a Directed Independent Study

EFFECTIVE DATE: October 1, 2014

PROCEDURE

1. PURPOSE

To provide a description of the conditions under which a Directed Independent Study course may be established, the responsibilities of the student(s) enrolled therein and the faculty member assigned to facilitate such a course, as well as the rate of remuneration.

2. SCOPE AND APPLICABILITY

This procedure applies to all Directed Independent Study courses and associated faculty assignments.

3. DEFINITIONS

- A. **Directed Independent Study** - the facilitated study of content for a course within the curriculum under a contracted agreement between a faculty member and student(s) that does not entail regularly scheduled meeting times or delivery modes, but must adhere to the requirements for award of academic credit as delineated in the procedure for defining the credit hour.

4. PROCEDURES

- A. The establishment of a Directed Independent Study course will only be considered under extraordinary circumstances and allowed only when designated criteria are met. All Directed Independent Study courses and faculty assignments must be approved by the Vice President for Academic Affairs prior to inclusion in the published schedule of courses. Independent Study sections are not calculated into the teaching workload unless approved by the Chief Academic Officer.
- B. The following criteria must be met prior to establishment of a contract for, and approval of, a Directed Independent Study course:
- i. the Directed Independent Study course must be a required course within the student's designated program of study;
 - ii. the student must be within 12 credit hours of completing his/her designated program of study and the course is not offered in

- another mode or format during the term in which it is being requested; and,
 - iii. enrollment in any Directed Independent Study course must not exceed three students.
- C. The following considerations and stipulations will be made in assigning a faculty member to teach a Directed Independent Study course:
- i. the faculty member assigned to teach the Directed Independent Study course agrees to do so, and must have taught this course at least one time during the previous 5 terms (including summer session) as a non-Directed Independent Study course;
 - ii. the recommendation and approval of the assignment of a faculty member to teach a Directed Independent Study course will be based, in part, on the faculty member's teaching load and committee work;
 - iii. an individual faculty member's assignment to Directed Independent Study courses will be limited to no more than three within a given academic year; and,
 - iv. a completed and approved application for a Directed Independent Study course must be on file in the Office of Academic Affairs prior to the preparation of a supplemental contract by the Office of Human Resources.
- D. The faculty member assigned to facilitate a directed independent study course will be notified in advance that s/he will be paid on a per-student basis in accordance with the pay schedule in effect at the time of assignment.
- E. Each student who is to be enrolled in a Directed Independent Study course and the faculty member assigned to teach the course must complete an application packet for a Directed Independent Study course that contains:
- i. documentation of the student's program of study and his/her progress to date at the time of the application;
 - ii. a written contract for the course of study that specifies both the student's responsibilities, the timeline for completion, and the faculty member's plan for delivery in a manner that the student receives instruction equivalent to that of a non-Directed Independent Study and sufficient to allow him/her to attain the desired level of mastery of the course learning outcomes; and,
 - iii. the course syllabus.
- F. The application packet will be reviewed and endorsed first by the Chair of the Department in which the course is normally offered, and then by the Dean responsible for that Department (Transfer and Pre-professional

Programs or Workforce, Technical, and Community Education) who will also provide verification that the student has met all applicable criteria for enrollment in a Directed Independent Study Course. Once approved by the Vice President for Academic Affairs, the Directed Independent Study course will be added to the schedule of courses.

G. The original, approved application packet will be retained in the Office of Academic Affairs and a copy of written contract for the course of study and the course syllabus will be sent to the student and the assigned faculty member.

H. The Vice President for Academic Affairs will notify the Office of Human Resources of the establishment of a Directed Independent Study course so that a supplemental contract may be issued to the faculty member.

RELATED POLICIES AND/OR PROCEDURES: Administrative Department Procedure for Directed Independent Study maintained by the Vice President for Academic Affairs; WV Council for Community and Technical College Education Title 135, Series 45; BOG Policy 32

RESPONSIBLE OFFICES: Vice President for Academic Affairs; Registrar

Approved by: President's Cabinet 9/30/14