

Polk State College Procedure

Subject	Reference	Date	Number
Directed Independent Study Request	Rule 2.03	2/18/2015	1002

I. Purpose

The purpose of this procedure is to define college policy regarding Directed Independent Study classes and to outline how Directed Independent Study sections are to be processed.

II. Procedure

- A. A Directed Independent Study (DIS) is an academic challenge for most students and has a significant impact upon college resources. Therefore, Directed Independent Study activities will be limited in number and will be approved only if they meet at least one of the following criteria:
 1. The request is made to an academic dean either by the student or on the student's behalf by a faculty member or designated representative in a situation in which an absolute graduation or program completion requirement is not available to the student within a reasonable time as a consequence of college policy and/or action.
 2. There is an identified special situation in which a student or a small group of students needs a course not otherwise available to meet a specific academic need.
- B. All Directed Independent Study requests will be submitted to the appropriate academic dean to determine if the request is to be approved or denied.
- C. Requesters will be notified in a timely manner as to the disposition of the request. The appropriate academic dean is responsible for all arrangements associated with an approved DIS request, including instructor assignment, schedule entry, and notification to the Registrar's office of the individual(s) to be registered in the DIS section created.
- D. Compensation for DIS teaching assignments will be awarded according to Polk State College Procedure 1006. Instructors assigned to a DIS section are expected to provide the enrolled student(s) at the beginning of the DIS experience (not less than 5 school days) with a complete BCI and course syllabus. (See Polk State College Procedure 1001.)
- E. A DIS section of a course will have the same identified outcomes and objectives as those established for the course without regard to the manner of instruction. Students enrolled in a DIS section will be expected to meet the same objectives and demonstrate the same levels of competence expected of students enrolled in "standard" sections of the same course.
- F. Instructors assigned to a DIS section are expected to maintain timely, regular communications with the enrolled student(s).

History:

Adopted: July 24, 1974

Revised: August 31, 1979; July 7, 2000; November 28, 2006; December 14, 2011; February 18, 2015

<i>Kenn J. P.</i>	<i>2/23/15</i>	<i>Kenn J. P.</i>	<i>2/23/15</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Eileen Holden</i>			<i>2/25/15</i>
President's Approval			Date