



King University is committed to maintaining the highest level of academic quality and integrity in a student's educational experience. This policy is designed to ensure the quality and integrity of directed studies offerings.

Definition

Directed studies courses are existing approved courses within the Academic Catalog delivered on an individual basis. They are approved under extenuating circumstances to provide an opportunity to complete a course.

- Directed studies courses are completed when students cannot take the courses when normally scheduled or during a term when the course is not typically offered.
- Educational methods courses and laboratory courses cannot be offered through directed studies unless special circumstances warrant such an offering.
- Additionally, lower level courses (1000 and 2000 level) will not be offered through directed studies unless special circumstances warrant such an offering.
- A directed study shall be granted at the discretion of the instructor, who reserves the right to decline teaching a directed study in a given semester.

Eligibility and Expectations

The following are eligibility criteria to be considered for approval of a directed studies course:

- A student may not complete more than one course by directed study in a given term and may not complete more than 12 semester hours of total coursework by directed study.
- Traditional undergraduate students must be junior or senior status.
- Students requesting a directed studies course must be degree-seeking.
- The requested directed study must be a required course in the student's declared major or minor.
- No directed studies will be approved for the purpose of repeating a course in which the student has previously obtained a passing grade, as defined by the major or minor program.
- The instructor and the student must complete and agree to a learning contract for the directed study experience which includes a syllabus, details of the teaching-learning process, and a proposed schedule of face-to-face and/or virtual meeting times. This learning contract is intended to ensure comparability of the student experience to a regularly offered course.

Requests and Approvals

Students should complete the *Request Form for a Directed Study Course* and obtain the signatures of the professor in charge of the course and student's faculty advisor. The form should be submitted to the Office of Records and Registration and then must be approved by the following:

- Department Chair/Program Coordinator
- School Dean
- Vice President for Academic Affairs

The request form should be accompanied by the required documentation listed on the form, including a syllabus specific to the requested directed study course.

Students will be registered for the directed study course upon receipt of the completed *Request Form for a Directed Study Course* with all required approvals.

Students must be registered for the approved directed study course no later than the last day of drop/add.

Any exceptional cases must be reviewed and approved by the Vice President for Academic Affairs.