

Feather River College
**LEARNING CONTRACT
FOR DIRECTED STUDIES**

DEFINITION OF DIRECTED STUDY:

DIRECTED STUDIES

Directed Study is designed for a student who wishes to take additional coursework in a field of study after having completed sufficient coursework within their field as determined by the faculty member in the discipline and approved by the Chief Instruction Officer. Check the college general catalog for courses numbered 291.

APPLICATION/APPROVAL:

1. The student and the instructor meet collaboratively to determine the project and to initiate the Directed Study contract.
2. The faculty member will electronically forward the Directed Study contract to the Administrative Assistant/CIO for review and approval by the Chief Instructional Officer.
3. The Instruction Office forwards the approved contract to Instructional Scheduler for assignment of the course registration number.
4. The Instructional Scheduler will forward via email a copy of the final approved contract to the faculty member.
5. The faculty member will contact the student to inform them that they may now enroll.
6. The student enrolls in the course and pays all applicable fees.

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7. Specify evaluation procedures and grading criteria (*please be precise*):

APPROVAL (Signature Routing Procedure):

Signature: _____ *Date:* _____
Name of Instructor (*type or print*): _____

Signature: _____ *Date:* _____
Name of Student (*type or print*): _____

CRN(*office use only*): _____