

4017.

ADMINISTRATIVE REGULATIONS ON
CREDIT BY DIRECTED STUDY

4017.1 Responsibilities

The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of the regulations relating to Credit by Directed Study.

4017.2 Definitions

The Directed Study Program provides challenge for the talented student. The program allows the student in-depth study on any approved topic within a subject matter area. The following are the basic elements of the program:

- A. Students must have earned at least a cumulative 3.0 (B) grade point average.
- B. Students must have completed a minimum of 24 units of accredited college coursework, of which at least 12 units must be earned at Long Beach City College. Credit applied from other colleges must be supported by official transcripts on file with the Records Office.
- C. Prior approval of the Faculty Mentor (the faculty member who directs the study), Department Head, and the Instructional Dean must be obtained before commencing work on the project under the mentor's direction. Failure to do so may result in denial of credit for the project.
- D. Directed study work may not parallel or equate with work in an approved course within the department. It is expected that directed study work is of an advanced nature and therefore goes beyond the scope of subject treatment in an approved course or series of courses. Work involving simply the production of a book report or term paper is not deemed an appropriate project for this type of study.
- E. While the student's work is of an autonomous nature, it is expected that the student will meet at regular intervals with his or her faculty mentor to discuss his or her progress and seek guidance and direction.
- F. The product of the directed study will be a written report or an equivalent project which demonstrates an amount of work equal to an approved course of the same number of units - 54 hours of work for each unit of credit earned.

- G. The project will be evaluated on a standard comparable to that used in the courses within the department granting the credit. The project will be evaluated by the faculty mentor and kept on file in the department office. The completed form will be forwarded through the approval process.
- H. One to three units of credit will be granted upon satisfactory completion of the project. Each unit of credit shall be equal to 54 hours of work.
- I. Units will be placed on the student's transcript as Directed Study 99 in the subject matter area.
- J. The student shall earn no more than six units in Directed Study courses.