

**University Policy 2.02.05****Directed Study Registration****Policy Revision Approval Date: December 19, 2006****Policy Revision Effective Date: April 1, 2007****Procedure Approval Date: June 6, 2013****Procedure Effective Date: July 1, 2013****POLICY STATEMENT**

Capella University offers learners the opportunity to complete a limited number of courses in a one-on-one directed study format. This format is primarily available to assist learners in meeting their degree requirements in those circumstances in which Capella's existing offerings do not meet the learners' needs. Learners who register for a directed study course must complete a course learning plan (CLP) with a designated faculty member, articulating course topic, competencies, and outcomes in accordance with the requirements stated in the course guide. Directed study registrations must be approved by the school's faculty chair. Doctoral learners may elect to utilize directed study format courses for no more than 25 percent of all course work in their required degree plan.

**RATIONALE**

Capella University offers learners the opportunity to satisfy course requirements via the directed study format in those circumstances in which Capella's existing offerings do not meet the learners' needs. This policy articulates the procedures required for developing and registering for directed study courses.

**DEFINITIONS**

None

**PROCEDURES**

- I. Directed Study Course Registration and Development
  - A. Directed study courses are only offered within the established academic calendar schedule.
    1. Course availability is determined by the school.
    2. Learners may only start a directed study course at the beginning of an academic quarter.
    3. Doctoral learners may elect to utilize directed study format courses for no more than 25 percent of all course work in their required degree plan.
  - B. Learners register for directed study courses using Capella's online course registration system.
    1. Faculty identified as directed study course instructors are listed on iGuide. If a specific instructor has been requested, every effort will be made to link the learner with the directed study course instructor of their choice.
    2. After course registration is completed, the learner and instructor are notified.

- C. Before the start of each academic quarter, the course learning plan (CLP) is negotiated with the instructor or faculty sponsor to ensure the learner maximum calendar time to complete the course. The Course Learning Plan Template is accessed through iGuide. Each section of the CLP must be completed by the learner and approved by the course instructor before the course can begin.
- D. Once approved by the course instructor, the CLP must be forwarded to the faculty chair for approval.
- E. CLPs must be designed to allow for completion of course work by no later than the last day of the academic quarter.
- F. A list of directed study courses is available on iGuide.

## II. Directed Study Course Requirements

Directed study learners must follow established university policies for registering for, dropping, or withdrawing from directed study courses.

### **POLICY OWNERS**

Academic Owner: Chief Academic Officer

Operations Owner: Learner Services and Operations

### **RELATED DOCUMENTS**

None

### **REVISION HISTORY**

Original Policy Approval Date: January 21, 2003

Revision Dates: 2-19-06; 12-19-06

Administrative edits as result of ongoing review: 12-20-07; 2-19-10; 10-28-10; 4-17-12; 8-6-12

Formerly university policies 02.41 PhD Directed Study Courses and 04.34 Directed Study Enrollment