



## WNCC Administrative Procedure

<b>Title:</b>	Directed Individual Study
<b>Division:</b>	Educational Services
<b>Category:</b>	Faculty Workload
<b>Reference:</b>	BP-630 Faculty Workload AP-630.01 (Calculating Faculty Load) Current Western Education Association and Western Community College Area Board of Governors Negotiated Agreement
<b>Number:</b>	AP-630.03
<b>Date of Approval:</b>	May 19, 2023
<b>Approval:</b>	John Marrin, Interim President

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### Purpose

To establish a definition of and purpose for a Directed Individual Study (DIS) and define how a DIS is calculated into faculty workload.

### Scope

All students enrolled at Western Nebraska Community College (WNCC), including high school and non-degree seeking students, and all WNCC faculty.

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A Directed Individual Study (DIS) is a high-quality learning experience that includes instructional contact, course objectives, and additional required materials equal to those established for a regularly scheduled course. The purpose of a DIS is to allow enrolled students to register for an existing WNCC course that is not offered in the semester in which the student wishes to take the course.

DIS courses are not considered part of a faculty member's regular load (unless considered for the discretionary hours as outlined in AP-630.01 Calculating Faculty Load), so instructors may – at their discretion – elect not to agree to this type of instruction. Among the criteria that faculty should consider before agreeing to teach a DIS course are:

- Will the course be offered again before the student graduates?

- Does the College have an active course in the subject area; if not, would a provisional activation of the course be required?
- Does the student wish to research an available course in greater depth?
- Are there extenuating circumstances that have prevented the student from taking this course when it is normally offered (e.g., being misadvised, emergency situations, scheduling conflicts with other required courses)?

Once a faculty member agrees to teach a DIS course and approval is received from the respective division chair and dean of instruction, a DIS course becomes part of the student's course load for the term and is subject to regular tuition and fee rates.

### **Required Conditions for a Directed Individual Study**

Specific limitations and required conditions for directed study include the following:

- A student must demonstrate an interest in and need for the study and arrange for a qualified WNCC instructor to teach the course.
- A student must have a cumulative GPA of 2.5 or higher and/or permission of the instructor to enroll in a DIS.
- The course is not to be used for group instruction. No more than two (2) students can be registered at one time for a section of a course being taught as a DIS.
- Each credit of DIS requires a student and instructor to spend time at least equivalent to that expected in a regular course, involving fifteen (15) contact hours per semester credit hour for lecture courses and the equivalent in other instructional modalities.
- Specifications for meeting times and contact requirements are worked out between each instructor and student.
- A DIS course may not be taken for audit.
- A student may not receive credit for more than 12 hours of directed individual study from WNCC.

### **DIS Approval**

Acceptance of a student's request to take a DIS course is at the discretion of the instructor, and the instructor and respective division chair and dean of instruction must approve a course being taught as a DIS.

Once a decision has been made to teach a course as a directed individual study, the authorization form can be obtained by the faculty member from the Educational Services Office. The faculty member must complete and return the form to Educational Services by the last day to add a class in the semester in which the course will be taken. Compensation is generated after the course has been completed, and the form has been resubmitted to Educational Services for processing.

## **Compensation**

Faculty shall be compensated for Directed Individual Study courses by the following formula:

$$(\text{Flat rate}) \times (\# \text{ of load hours})$$

This formula is designed to be consistent with the method of calculating course development compensation for current courses as outlined in the current Negotiated Agreement

Example: 5 credit hours x \$32<sup>1</sup> = \$160 x number of load hours.

<sup>1</sup>\$32 is the Extra Duty Pay rate as per the 2022-23 Negotiated Agreement.

## **Revising this Procedure**

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

**Original Adoption Date:** Effective with the Fall 2022 semester

**Revision Date:**

**Sponsoring Division:** Educational Services