

Arranged Course Guidelines

Courses taught by arrangement allow a student to start a class at any time during the semester. The instruction will be college level, and each course should have a syllabus clearly stating the competencies for the course.

Audit Requirements

The amount of time necessary to complete a lecture course, as defined by the Kansas Board of Regents, is a minimum of 750 minutes per credit hour (50-minute hour for 15 weeks). Laboratory courses must meet for a minimum of 1,125 minutes per credit hour (1.5 X 750 minutes). Physical education activity courses must meet for a minimum of 1,500 minutes per credit hour. Internship, practicum, and on-the-job training courses must meet for a minimum of 45 hours per credit hour. Clinical courses and apprenticeship courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may not be less than the minimum required for laboratory courses as defined above.

Time Logs

Instructors are asked to keep time logs for each student enrolled in a **time-based** arranged course. The time log should contain the student's documented activity and the time in which the student completed the work. At the completion of the course, the instructor and student must sign the time log verifying that the total amount of time put in by the student is correct. Please note the Kansas Board of Regents' time requirement and be sure that each student completes the requirement for each credit hour.

If a student should withdraw from the course, the withdrawal date should be indicated on the log provided for that student. If a student completes a portion of the course and then withdraws, the log should be turned in with the hours documented up to the withdrawal date.

*****PLEASE NOTE*****

If a student does not ever attend class, please note that information on a log sheet and turn it in.

The Office of Instruction and Student Services must have a time log for every student enrolled in a time-based arranged course, (i.e. listed on the certification roster and not lined out) including students who failed the course, withdrew, or received an incomplete.

Directed Independent Study Guidelines

Directed independent study is a structured learning experience offered as an **extension** of the regular curriculum. It is intended to allow students to broaden their comprehension of the principles of, and their grasp of competencies associated with selected academic non-vocational and vocational programs. The instruction associated with directed independent study will be college level instruction, and will involve college level comprehension and college level competencies.

All directed independent study course enrollees must have contact with the instructor for a minimum of two one-hour conferences per credit hour, excluding the final examination or its equivalent. This contact must be either face-to-face, in person or using ITV, or via phone or email. When possible, face-to-face contact must be made.

A student may apply no more than six credit hours of directed independent study toward graduation or the completion of a degree or certificate.

All independent study course enrollees must be in good standing and must have at least a 2.0 gpa.

Directed Independent Study Contracts

Directed independent studies must have contracts signed by the student, the instructor, and the dean or executive director **prior to** the start of class. The contract should indicate the exact beginning and ending dates of the course. The contract should also include the following:

- A. The content and objectives of the course.
- B. Applicable competencies
- C. Procedures for completing the course
- D. The amount of time allowed for completion of the course.
- E. The course text and any reference and supplemental materials associated with the course.
- F. Method of student evaluation

Directed Independent Study Time Logs

Instructors of **time-based** directed independent study courses must maintain a log documenting the amount of time students spend on each portion of the course; the amount of time actually spent in consultation with the student, including the date, time and place of such consultation; and the grade, date, time and place of all examinations. **If a student should withdraw from the course, the withdrawal date must be indicated on the log provided for that student. If a student withdraws after completing a portion of the course, the instructor is asked to document student hours that were logged before the withdrawal date.**

PLEASE NOTE

If a student does not ever attend class, please note that information on a log sheet and turn it in.

In addition to the time logs for time-based arranged courses, the Office of Instruction and Student Services must have a contract for every student enrolled in a directed independent study (i.e. listed on the certification roster and not lined out) including students who failed the course, withdrew, or received an incomplete.