

**From:** [Redacted by HELP Committee]  
**Sent:** Monday, March 1, 2010 1:45 PM  
**To:** [Redacted by HELP Committee]  
**Cc:** [Redacted by HELP Committee]  
**Subject:** FW: DS study guidelines  
**Attach:** DS graph.docx

---

Below is the document [Redacted by HELP Committee] sent for the region. Per [Redacted by HELP Committee] we will change the 6 month number to 3 months. The graph attached to this shows how we compare to region—thanks--  
[Redacted by HELP Committee] Director of Academic Affairs, University of Phoenix | New Mexico Campus | 5700 Pasadena Ave NE | Albuquerque, NM 87113-12570 [Redacted by HELP Committee]

[Redacted by HELP Committee]

P Please consider the environment before printing this e-mail  
**From:** [Redacted by HELP Committee]  
**Sent:** Tuesday, February 02, 2010 4:08 PM  
**To:** [Redacted by HELP Committee]  
[Redacted by HELP Committee]  
**Cc:** [Redacted by HELP Committee]  
[Redacted by HELP Committee]

**Subject:** FW: DS study guidelines  
Campus Directors,  
One of the items we spent quite a bit of time on in the DAA meeting a couple of weeks ago was directed studies. This has been noted as a concern, because of the HLC visit and some questions of rigor and quality that may arise based on some directed studies. Additionally, with the campuses ability to transfer a student to an online class when one is not available at the local campus, the necessity of DS courses could be greatly lessened. We really need to try and get the percentage of directed studies down and strive to be under 10% of classes offered. Based on our discussions, it seems there is not a lot of consistency from campus to campus on approving the use of a DS. Simply utilizing a process which creates another layer of approval beyond the academic counselor could help. The DAAs came up with some guidelines that the campuses can use to approve DS courses. I wanted to share the guidelines and get any feedback. The group seemed to think these were reasonable and would provide campuses with the necessary flexibility when special situations came about. Please feel free to let me know if you have any questions.  
Thanks,  
Directed Study Guidelines  
Valid reasons to allow:  
· Teaching out (University's fault)  
· Last two classes in program  
· No ground or equivalent class available within 6 months  
Invalid reasons:  
· Does not like faculty  
· Financial aid issues (can go to an online class)  
· Attendance issues

- No DS for course they have failed
- No DS on those not allowed by policy
- Follow state guidelines
- Cannot be on academic probation
- Cannot have withdrawn or failed any other two previous directed studies
- GPA must be 3.0 for graduate and 2.5 for undergraduate
- Has to be scheduled 14 days before start date

**Redacted by HELP Committee** Regional Director of Academic Affairs-Southwest Region

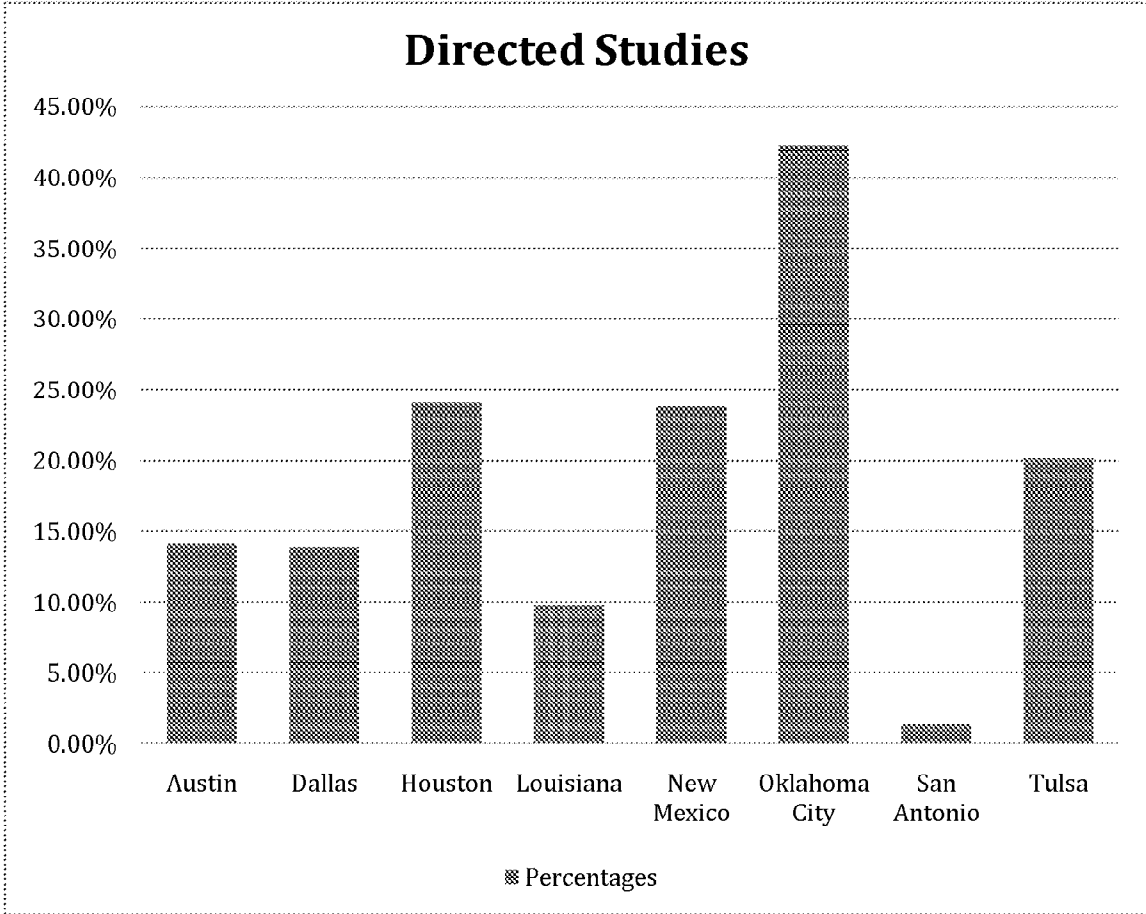
University of Phoenix | San Antonio Campus

8200 IH 10 West, Suite 1000 | San Antonio, Texas 78230

**Redacted by HELP Committee**

CONFIDENTIAL

AGI0047204



CONFIDENTIAL

AGI0047205