

DIRECTED STUDIES COURSE CONTRACT

Rev. 1/2020



THE MASTER'S UNIVERSITY

Student ID Number	Student Name	Date
Year and Term	Instructor Name	Department
Course Number	Course Title	Course Units

COURSE DESCRIPTION

To be completed by Instructor, if not in TMU Academic Catalog

Deadline for Completion:

All TMU procedures and deadlines for DS courses are identical to those that apply to non-DS courses, unless stated otherwise herein.

Procedures

1. This Contract is used to enroll in a DS course (i.e., a course which does not meet in a regularly scheduled class format).
2. A completed Contract may be submitted to the Registrar's Office as soon as the registration period opens and must be submitted no later than the end of the add/drop period for the academic term in which the DS course is to be added.
3. If a student does not complete the DS work on time, the Registrar's Office will assign a grade of "F" to the student.
 - A DS course taken in either the Fall or Spring term must be completed by the end of that academic term.
 - A DS course taken in either the Winter or Summer term must be completed by the Friday before the start of the subsequent academic term.
4. The final grade for a DS course can be posted no sooner than one week per semester unit into the academic term and is generally due no later than five working days following the completion of the DS course.

Limitations on DS Coursework

1. A maximum of 13 units of TMU DS coursework may be used to complete a bachelor's degree program.
2. A student may enroll in no more than two DS courses in any one academic term.

Tuition and Fees

1. For tuition purposes, there is no distinction between units from DS and non-DS courses.
2. Tuition refunds for dropping a DS course will be calculated and processed in accordance with normal Student Accounts procedures.
3. A DS course fee of **\$50 per unit** is assessed for a DS course taken in the Fall or Spring terms. No DS course fee is assessed for the Winter or Summer terms. The DS course fee is in addition to tuition and is non-refundable after the end of the add/drop period.
4. _____ ***If I am enrolled in less than 12 units, I understand I will be charged the per-unit tuition rate for this DS course.***
5. _____ ***If I am enrolled in more than 18 units, I understand I will be charged an over-package fee for each unit over 18.***

To be completed by Student Accounts:	
Department Code	
DS Course Fee	
Date	
Signature:	

To be completed by Registrar's Office:	
DS Units Earned	
DS Units In-Progress	
DS Units This Contract	
Total DS Units	
<i>Do not enroll if Total DS Units > 13.</i>	
Enrollment Date	
Units Before This DS	
Units After This DS	

Student Signature	Date	Instructor Signature	Date
Department Chair Signature	Date	Registrar's Office Signature	Date