

**NORTHERN MAINE COMMUNITY COLLEGE APPLICATION FOR  
DIRECTED STUDY**

A Directed Study is the offering of a catalog course on an individual basis by an appropriate faculty member to a qualified student. **Please refer to the Course Catalog** for qualification requirements, financial requirements and the application process.

A Directed Study may be approved for a program completion candidate when extraordinary circumstances prevent the student from taking the course during the regular semester curriculum, resulting in a postponement of completion of the program.

**TO BE COMPLETED BY THE STUDENT (Please Print)**

I hereby apply for a directed study in the course listed below.

Name: \_\_\_\_\_ ID # \_\_\_\_\_

Course # and Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Semester Requested for Directed Study: Fa 20 \_\_\_\_\_ Spr 20 \_\_\_\_\_ Sum 20 \_\_\_\_\_ Winter 20 \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

My signature below indicates that I meet all requirements to participate in a directed study, as outlined in the NMCC Course Catalog. I also understand that no credit shall be given for any work completed, unless prior approval for a directed study has been granted. Furthermore, I understand that must pay a non-refundable fee of \$100, in addition to tuition and any regular course fees.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**The following items must be attached to this application, prior to requesting approval:**

- ☐ Appropriate Course Syllabus
- ☐ Explanation from student as to why this directed study is needed
- ☐ Expectation of work assignments
- ☐ Student/Instructor Agreement including completion date

**Directed Study Application Approval**

Directed Study Instructor \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

The registrar's signature must be affixed immediately following registration in the directed study.

Registrar \_\_\_\_\_ Date \_\_\_\_\_

## **Directed Study Guidelines**

### **Academic Requirements**

You must be able to answer yes to each of these statements to be eligible to participate in a Directed Study class:

1. I have completed a minimum of 30 credit hours toward my associate degree.
2. I have a cumulative grade point average (GPA) of 2.5 or better.

### **Financial Obligation**

A non-refundable fee of \$100, in addition to tuition and any regular course fees, will be charged to the student for the directed study.

### **Procedure**

Meet with the appropriate faculty member to determine eligibility

Complete the Application for Directed Study form.

Meet with faculty member to establish work assignments and Student/Instructor Agreement.

Determine a completion date.

Submit the signed application and all supporting documentation to the Department Chair of the course being offered.