

**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.