

KENNEBEC VALLEY COMMUNITY COLLEGE

Policy #:
2.10

Effective:
11/01/07

Replaces:
09/11/00

DIRECTED STUDY

Directed Study offers an opportunity for students with unusual needs who are enrolled in a program at the College to finish a course required for program completion, outside the usual classroom format. This can occur when the required course is not offered during the day or evening and could significantly delay a student's anticipated program completion date.

If the faculty member is willing to undertake the Directed Study project, he/she must request approval in writing from the Academic Dean. A request for approval must be received by the Academic Dean before traditional classes begin or not later than the first two (2) weeks of a given semester (including summer).

The Academic Dean will then discuss the project with the Department Chair and the faculty member. Final approval rests with the Academic Dean or a designee. If a Directed Study is approved, the faculty member still retains the right to accept or refuse the Directed Study. Directed Study will be considered only for extenuating or unusual circumstances. The student must have a cumulative grade point average of 2.00 or better at the time of the request. Students must have successfully completed at least 75% of program requirements. Only established catalog courses may be offered in this format.

If a Directed Study is approved, the faculty member contracts in writing with the student:

1. When and where they will meet.
2. The assignments to be completed.
3. How and when student learning and progress will be evaluated.
4. A final grade will be submitted in the traditional manner at the end.
5. The "contract" must be signed by the faculty member, the student, the Department Chair, and the Academic Dean or designee.
6. A copy of the course syllabus must be submitted with the "contract."
7. A copy of the signed "contract" must be submitted to the Academic Affairs Office.

The course content and evaluations will be covered within the same time frame as the traditional semester (16 weeks).

Tuition is charged at the established per credit hour rate. Faculty members completing a Directed Study will be compensated at 75% of the tuition assessed for the course. Payment will be made after the Directed Study has been completed and the grade is submitted to the registrar.