



Kennebec Valley Community College
92 Western Avenue, Fairfield, Maine 04937
(207) 453-5000 Fax (207) 453-5010

Directed Study Contract

Student Name: _____ Student ID#: _____

Address: _____

Phone: _____ Major: _____ Date: _____

Course Number/Title: _____

Schedule of Meetings:

I, _____, agree to complete assignments, tests, and comprehensive problems by the due dates as detailed in the course outline, which I have received.

- I am a matriculated student.
- I have successfully completed at least 15 credit hours at KVCC
- My cumulative GPA is at least 2.0

Date: _____
_____ Student Signature

Date: _____
_____ Faculty Signature

Date: _____
_____ Dept Chair Signature

Approved Denied

Date: _____
_____ Academic Dean Signature

CC: Student
Sponsoring Faculty
Academic Affairs
Payroll

Directed Study Policy

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 a minimum of 15 semester hours at KVCC. Only established catalog courses may be offered in this format. (See Policy 2.09 - Independent Study, for non-traditional courses.)

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".