



KENNEBEC VALLEY  
COMMUNITY COLLEGE  
M A I N E

DIRECTED STUDY CONTRACT

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*www.kvcc.me.edu*

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

Major: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Schedule of Meetings: \_\_\_\_\_

- I am a matriculated student
- I have successfully completed at least 75% of my program credits
- My cumulative GPA is at least 2.0

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

By: _____	_____
Student	Date
_____	_____
Faculty	Date
_____	_____
Department Chair	Date
_____	_____
Academic Dean	Date

- Approved
- Not approved

cc: Payroll

## KENNEBEC VALLEY COMMUNITY COLLEGE

### Directed Study Policy

Directed Study offers an opportunity for students with unusual needs to work with a willing faculty member to finish a course required for program completion, outside the usual classroom format. This can occur when the required course is not offered and could significantly delay a student's anticipated program completion date.

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.

The required documentation must be received by the Academic Dean before the end of the add/drop period of a given semester (including summer). Final approval rests with the Academic Dean or a designee.

The course content and evaluations will be completed by the end of the semester.

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."