

### Request for Directed/Independent Study

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Cell phone carrier:  US Cellular  Verizon  AT & T  Tracfone  Other \_\_\_\_\_

Student ID #: \_\_\_\_\_ Email address: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Accumulated GPA: \_\_\_\_\_ Accumulated Credits: \_\_\_\_\_

Advisor: \_\_\_\_\_

### Directed/Independent Study Policy

Directed/Independent Study - the taking of a catalog course under the supervision of an instructor outside of a regularly scheduled class, is available to students at WCCC under certain circumstances. A student within 15 semester hours of graduation in a one year program or within 30 semester hours of graduation, in a two year program, with an accumulative G.P.A. of 2.0 or higher may be eligible for a maximum of 6 semester hours in an approved directed study or studies. A directed study may be approved for a matriculated student when it is evident that the course(s) will not be offered as part of the regular semester schedule, resulting in a postponement of completion of the student's program, which would ordinarily be completed in that term. A directed study may also be approved if a required course conflicts in the schedule with another program requirement. In rare circumstances, students who do not meet these eligibility requirements may apply in writing for a directed study to the Academic Dean.

In addition, applicants for a directed study must either meet the prerequisite(s) of the course for which they apply or obtain the instructor's permission to take a directed/independent study, completed the below information and obtained appropriate signatures and be approved prior to registration for the directed study; copies of all written materials used for evaluation purposes must be submitted with a final grade report Donna Geel, Assistant to the Academic Dean. Permission for directed study is granted at the discretion of the Instructor and the Academic Dean.

A 50% surcharge will be assessed per credit hour for directed study courses. Refer to the catalog or to the Student Account Representative for more information on associated charges.

Independent Study Proposal \_\_\_\_\_  
Course Code & Title
Credit Hours

Instructor: \_\_\_\_\_

Statement of the Study (briefly describe the study project):

Statement of Reason (Briefly describe your need for an independent/directed study)

Topical Outline (Provide a topical outline of the study activity or attach syllabus):

Date Project Begins: \_\_\_\_\_ Date Project Ends: \_\_\_\_\_

**This form must be completed and submitted to Anne Donahue, Coordinator of Enrollment & Student Services within three weeks of the start of the semester in which the course is to be completed.**

I hereby apply for a directed study course listed below. All prerequisite conditions for the directed study have been met, or the Academic Dean has granted a waiver. I have completed an Independent Study Contract and if reason for a waiver was requested and granted, the waiver is attached.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Academic Dean Use Only**

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Academic Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

Processed: \_\_\_\_\_  
Initials      Date