

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 _____ Text Updates: ___Yes ___No

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.

Standard tuition and fee rates apply.

Independent Study Proposal _____
Course Code & Title Credit Hours

Instructor: _____

***Non-Discrimination Policy:** Washington County Community College is an equal opportunity/affirmative action institution and employer.
For more information; please call Tatiana Osmond, Affirmative Action Officer, at 454-1094.*

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: _____

Academic Dean Use Only

_____ Approved _____ Denied

Academic Dean Signature: _____ Date: _____

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Enrollment & Student Services

One College Drive
Calais, ME 04619

207-454-1034

Instate: 800-210-6932

Fax: 207-454-1092

For Office Use Only

Processed: _____

Initials

Date

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