Greenfield Community College  
Directed Study Project  
Explanation and Application

Directed Study applications require review and approval of the Registrar.

Directed study allows a student to collaborate with a qualified instructor to complete a project for advanced individual study beyond the specific offerings at Greenfield Community College. To qualify, the student must have completed all available offerings in the given topic. A course described in the Greenfield Community College catalog may not be completed through a directed study, except in extraordinary circumstances.

A directed study carries the course number 295 or 296 and may be completed for one, two or three credits. If a 295 course is completed for one credit, the student may complete additional 295 courses in the same subject field until a maximum of three credits is earned.

The successful completion of a 295 course is prerequisite to the 296 course in the same field. Once a student embarks on a 296, they may not go back to a 295 in the same subject field, even if the maximum of three credits in the 295 has not been earned.

The student must realize that a directed study may not be accepted in transfer to another institution. If requested, a copy of this application will be sent to a transfer institution for a review for potential transfer credit. It is, therefore, important that the application contains all information requested. An incomplete application will not be reviewed.

The 295/296 Directed Study option requires the approval of the following:

1. The instructor.

2. The Registrar.

3. The Dean having jurisdiction over the subject field.

4. The student’s assigned advisor.

5. If the 295/296 course is to be used to satisfy graduation requirements, the directed study requires the preapproval of the chair of the Graduation Review Board.

6. The appropriate advising code will be affixed by the Dean having jurisdiction over the subject field.

Application/Contract Attached
Greenfield Community College

Directed Study Contract

Student’s Name: _________________________________________       #:__________________

Instructor’s Name:_______________________________________________________________

Course Code: __________________________ Directed Study In: __________________________

Code               Number               (Subject)

Catalog Course Code and Number (if applicable): __________________________

Credits: ______       Method of Grading: ___________       Advising Code: ___________

Term:

☐ Fall ______       ☐ Spring ______       ☐ Summer ______

Year       Year       Year

Signature of Registrar: __________________________________________________________

Please list all Directed Studies completed previously:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student’s qualifications for Directed Study:

1. Official college courses completed in given subject:

____________________________________________________________________________
____________________________________________________________________________

2. Related experience:

____________________________________________________________________________
____________________________________________________________________________

Additional Required Signatures:

Student: ___________________________________________       Date: ___________

Instructor: ___________________________________________       Date: ___________

Advisor: ___________________________________________       Date: ___________

Chair of Graduation Review Board ________________       Date: ___________

(if applicable)

Dean: ___________________________________________       Date: ___________

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This contract should be completed in full, including all appropriate signatures, and submitted to the Registrar’s Office with a registration or drop/add form. The student may not register for a Directed Study without submitting a completed Directed Study Contract at the time of registration.

(Please Complete Other Side)

Project Description (use additional pages, if necessary):

1. Detailed description of project to be completed:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. Description of how course will be taught, frequency of meetings with instructor, contact hours/week:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. Description of criteria to be used for evaluation:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. Instructional materials to be used (textbooks, reading assignments, etc.):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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