

**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**



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:

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

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3. Description of criteria to be used for evaluation:

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

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